



City of Plymouth Parks & Youth Center Rental Agreement Form

These facilities are rented on a First Come – First Serve basis.

Application Date _____ Date of Rental _____

Park _____ Facility _____

Purpose of Rental _____

Approximate # of people attending _____ Time Rented From: _____ To: _____

Entry into the rented facility granted on the day(s) of rental ONLY.

If a business/corporation/non-profit organization event is over 50 people, you must fill out an Application for Event Form, furnish proof of insurance liability coverage, and pay a \$100 security deposit.

Applicant Name/Responsible Party _____

Address _____ City _____

Home Phone # _____ Work Phone # _____

**You must pay the entire non-refundable* rental fee at the time this application is made to reserve the facility.
*Refunds will only be considered for cancellations within one week of the application date.**

You must be at least 18 years of age to rent the City of Plymouth facilities.

In entering this agreement, I will uphold the following City of Plymouth policies and ordinances. Any violations will be just cause for the denial of future reservations in the City of Plymouth parks or facilities:

1. To cancel this rental, please call City Hall, 920-893-1271, 24 hours in advance between 7:30 am and 4:00 pm M-F.
2. Any person, organization, or corporation reserving any park area or facility in the City of Plymouth shall agree to assume full responsibility for all damage to City property and shall make full payments upon billing by the City Clerk.
3. Renters must pick up keys by the last business day before their scheduled event and are responsible for the specified security deposit listed below. All rental areas shall be left in clean condition, with refuse placed in containers provided for such purpose. All tables and benches shall be returned to the proper location. **The security deposit will be refunded after 10:00 am on the next business day when keys to the rental facility are turned in to the Clerk's Office and it is verified that the facility has been properly cleaned. Any clean up costs by the City will be billed at \$30.00 per hour and will be deducted from the security deposit.**
4. All accidents, incidents, and misunderstandings must be referred to the City Clerk's Office within 48 hours.
5. Any misrepresentations of events at facilities rented by this agreement will terminate the rental agreement and will be just cause for the denial of future reservations in the City of Plymouth Parks or Facilities.
6. By signing this agreement Renter, the undersigned, agrees to indemnify and hold harmless the City of Plymouth, its agents and employees, from any and all claims and legal action for damage to personal property and/or personal injury that may be brought against the City of Plymouth as the result of his/her/ its use and rental of the above facility by any member of such organization or guest thereof, and does further certify that he/she has full authority so to do.

Fee Scale for the park facilities:

\$60.00 for City Residents
 \$120.00 for non-City Residents
 \$120.00 for City-based Organizations
 \$240.00 for non-City based Organizations
 \$50.00 Security Deposit (50 people & under)
 \$100.00 Security Deposit (51 people & over)

Fee Scale for the Youth Center:

0-5 Hour Rental – \$70.00 for City Residents
 Over 5 Hour Rental – \$140.00 for City Residents
 0-5 Hour Rental – \$140.00 for non-City Residents
 Over 5 Hour Rental – \$280.00 for non-City Residents
 \$50.00 Security Deposit (50 people and under)
 \$100.00 Security Deposit (51 people & over)

**All park facilities are closed between
10:00 p.m. and 6:00 a.m.**

Youth Center must be vacated by 1:00 a.m.

SECURITY DEPOSITS ARE DUE AT TIME OF KEY PICK-UP

Please pick up your key and pay \$ _____ security deposit at the Clerk's Office by:

Time: _____ **Date:** _____ **Amount Paid:** _____
Cash or Check #: _____
Signature of Renter: _____ **Staff Initials:** _____