

# VILLAGE OF ELAND

SHAWANO COUNTY, WISCONSIN 54427

## Village Hall and Mill Pond Park Rental Permit

Event Date: \_\_\_\_\_

Facility Reserved: Village Hall \_\_\_\_\_ Mill Pond Park \_\_\_\_\_  
(Check one)

Driver's License Number: \_\_\_\_\_

Copy of Driver's License Enclosed: Yes \_\_\_\_\_ No \_\_\_\_\_  
(Request will not be processed without printed copy)

Renter's Name: \_\_\_\_\_

Renter's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Renter's Phone: \_\_\_\_\_

Renter's Email: \_\_\_\_\_

### PLEASE READ:

Reservations will not be secured unless the above information is complete and accurate. The Village Clerk or their designee approves all rentals. The Eland Village Board approves any waivers of fees or amounts due for damages. Any person or group wishing to request to reserve a Village facility must submit this completed contract with the \$50.00 fee to the Village Clerk at the time of the reservation. Requests will be accepted on a first come, first served basis. **Cancellation: Fees will not be returned to the renter in cases of cancellation. The Village of Eland is not liable for any injuries that may occur during events.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICE USE ONLY:

Date Reservation Received: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Cash: \_\_\_\_\_ Check (& Number): \_\_\_\_\_

Date Key Picked Up: \_\_\_\_\_ Clerk's Initials: \_\_\_\_\_

Date Key Returned: \_\_\_\_\_ Clerk's Initials: \_\_\_\_\_