



EQUIPMENT & SUPPLIES RESERVATION PERMIT

Your Name: _____ Date of Use: _____ / _____ / _____

Your Address: _____ Pick-Up Date: _____ / _____ / _____

City: _____ Zip: _____ Return Date: _____ / _____ / _____

Home Ph: _____ Cell Ph: _____

Email: _____

Name Of Business/Organization/Group (if applicable): _____

Nature of Rental: _____

Equipment	Dimensions (approx.)	Resident	Non-Resident	Quantity	Total Fee
BALL DIAMOND SUPPLIES					
<input type="checkbox"/> Diamond Chalk	50# bag	\$ 7.50 per bag	\$ 11.25 per bag	_____	\$_____
<input type="checkbox"/> Diamond Dry	50# bag	14 per bag	21 per bag	_____	\$_____
TABLE & BENCH RENTALS					
<input type="checkbox"/> Benches— 4'	4' L	\$ 3 per bench	\$ 5 per bench	_____	\$_____
<input type="checkbox"/> Benches— 8'	8' L	3 per bench	5 per bench	_____	\$_____
<input type="checkbox"/> Picnic Tables	7' L x 5 1/2' W	4 per table	6 per table	_____	\$_____

TOTAL FEE..... \$_____

I have fully read this permit (front & back) and I understand and agree to all stipulations:

Signature: _____

OFFICE USE ONLY

Date Pd: _____ Form of Pymt: _____

Permit#: _____ Amt Pd: _____

EQUIPMENT & SUPPLIES RESERVATION POLICIES

1. **FEES:** All fees are payable in advance, with no refunds or credits applied. Beaver Dam youth school events, either licensed public or private, are free of charge. Residents are those who live within the city limits of Beaver Dam; non-residents are those who live outside the city limits.
2. **FUTURE RESERVATIONS:** Equipment/supplies may be reserved up to one year in advance from today's date.
3. **RESERVATION CHANGES:** You may change the equipment/supplies requested or the date reserved prior to your event, depending upon availability, by contacting the office. There will be a \$5 service fee assessed each time a change is performed. All equipment/supply reservations are taken on a first-come, first-served basis.
4. **LATE FEES:** If equipment is not returned on the "return" date specified on this permit, a \$25 late fee may be assessed to the permit signer unless prior arrangements are made with either the Parks Supervisor or the office. If a Parks Shop employee has to pick-up the equipment, a \$25 late fee will be assessed in addition to per item fee.
5. **LOST OR DAMAGED ITEMS:** All fees associated with the replacement of lost or damaged items, shall be assessed to the permit signer.
6. **LOADING & UNLOADING ASSISTANCE:** Please make sure to bring someone with you to help you load and unload the tables and benches.
7. **PICNIC TABLES:** To avoid scratching the tops of the tables, do not stack them on top of one another without a blanket or another type of soft material between them.
8. **QUESTIONS:** If you have any questions, contact the City of Beaver Dam Community Activities & Services Department at (920) 887-4639. Office hours are Monday – Friday, 7:30am – 4:30pm.

EQUIPMENT PICK-UP/RETURN INFORMATION

PICK-UP/RETURN LOCATION

Parks Maintenance Shop
205 W South St, Beaver Dam, WI 53916

PICK-UP/RETURN DATE & TIME

The item(s) must be picked up/returned at the Parks Shop on the "pick-up" and "return" dates you specify at either 7:00am or 12:30pm. You must arrive PROMPTLY at one of these times. If you are unable to pick-up the item(s) at one of the times listed, please contact the Parks Supervisor at (920) 210-7631 or at (920) 887-4623 to arrange a different time.

LOCATION OF THE EQUIPMENT AT THE PARKS SHOP

Ball diamond supplies: Go inside the Parks Shop and a Parks employee will assist you.

Picnic tables and benches: Drive through the gate off W South St and go behind the Parks Shop to the white pole shed on your right and a Parks employee will assist you.