



EQUIPMENT & SUPPLIES RESERVATION PERMIT

Your Name: _____ **Date of Use** (mm/dd/yy): _____ / _____ / _____

Your Address: _____ **Pick Up Date** (mm/dd/yy): _____ / _____ / _____

City: _____ **Zip:** _____ **Return Date** (mm/dd/yy): _____ / _____ / _____

Home Ph: _____ **Cell Ph:** _____ **Type of Event** (i.e.: private, tournament, school, etc.) _____

Email: _____

Business/Organization/Group (if applicable): _____

Equipment	Weight/Dimensions	Resident	Non-Resident	Quantity	Total Fee
BALL DIAMOND SUPPLIES					
<input type="checkbox"/> Diamond Chalk	50# bag	\$ 10 per bag	\$ 15 per bag	_____	\$ _____
<input type="checkbox"/> Diamond Dry	50# bag	15 per bag	23 per bag	_____	\$ _____
TABLE & BENCH RENTALS					
<input type="checkbox"/> Bench- 4'	4' L	\$ 5 per bench	\$ 8 per bench	_____	\$ _____
<input type="checkbox"/> Bench- 8'	8' L	5 per bench	8 per bench	_____	\$ _____
<input type="checkbox"/> Picnic Table w/attached seating	7' L x 5 1/2' W	5 per table	8 per table	_____	\$ _____
TOTAL FEE					(make checks payable to: City of Beaver Dam) \$ _____

**I have fully read this permit and I understand and agree to all stipulations.
Failure to comply with reservation policies may result in the revocation of this permit and future permits.**

Signature: _____ **Date:** _____

OFFICE USE ONLY

Amount Paid: _____

Date Paid: _____

Form of Payment: _____

Permit #: _____

Date Parks Notified: _____

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GENERAL INFORMATION

1. Reservations:

- a. Permits are issued to ages 18 & over only.
- b. Reservations are accepted on a first-come, first-served basis and must be made a minimum of 7 days in advance.
- c. Equipment & supplies may be reserved up to 1 year in advance from today's date.

2. **Fees:** All fees are payable in advance, with no refunds or credits applied. Residents are those who live within the city limits of Beaver Dam; Non-Residents are those who live outside the city limits. Beaver Dam youth school events, either licensed public or private, are free of charge.

3. **Reservation Changes:** Equipment or the date reserved may be changed prior to pick up by contacting the Recreation Department.

4. **Driving/Parking In City Parks:** No driving/parking of a vehicle within any park area is allowed, per City Ordinance #7.08(13). However, a special parking permit can be obtained from the Recreation Department to drive into the park to unload/load a vehicle. This free permit must be placed on the dash of the vehicle so it can be seen by the Police Department. Absolutely no vehicles are allowed on the bridges at Swan Park. Use good judgment when driving on the grass, as damage may occur if wet conditions exist. All damages will be assessed to the permit signer.

5. Lost Or Damaged Items

- a. All fees associated with the replacement of lost or damaged items, will be assessed to the permit signer.

PICK UP/RETURN INFORMATION

Location of Equipment

Parks & Forestry Department
238 Commercial Dr
Beaver Dam, WI 53916

Check in at the main desk upon arrival.

Pick up/Return Times

7:30am-12:00pm and 12:30-3:00pm

Loading & Unloading Assistance

Loading and unloading assistance is not available, please make sure to bring someone to help you.

Transportation of Tables

If renting picnic tables, bring along a blanket or other type of soft material if you plan to stack the tables on top of one another to avoid scratching the tops.

Return Date

Equipment is to be returned on the date specified on this permit unless other arrangements are made with the Parks & Forestry Supervisor by calling 920-887-4623. If equipment is not returned on the date specified on this permit and other arrangements were not made with the Parks & Forestry Supervisor, the permit signer may be assessed a \$25 late fee. If Parks & Forestry staff picks up the equipment, the permit signer will be invoiced the \$25 late fee plus employee labor and vehicle charges.