

Note: In order to fill and save this form electronically, it must be opened using Adobe Reader or Acrobat software. Save a copy of the file, open Adobe Reader, select File > Open and browse for the file you saved.

State of Wisconsin
 Department of Natural Resources
dnr.wi.gov

High Cliff State Park Gathering Space Rental Application

Notice: You are required to complete this form to apply for shelter rental, under s. 27.01(2)(f), Wis. Stats. The Department of Natural Resources (DNR) cannot process your application unless you provide complete information.

Personally identifiable information on this form will be used to administer the parks and forest program and may be used to mail additional state park system information and natural resources surveys. It may be provided to requesters as required by Wisconsin's Public Records law [ss. 19.31-19.39, Wis. Stats.]. Card information will be kept confidential.

Please print clearly and mail completed application to High Cliff State Park, N7630 State Park Rd, Sherwood, WI 54169.

Event Information		
Name of person in charge		
Group name (for wedding, last names of couple)		
Number in group (indoor capacity 100)*		
Address		
City	State	Zip
Daytime phone		
Email		
*Larger group subject to property manager approval.		
Your choice of rental dates (May 1 through October 15):		
1st _____		
2nd _____		
Event Starting time: _____		
Event Ending time: _____		

I, the undersigned, have read the rules on the back of this page and agree to pay the fees, be responsible for the behavior of the group, and pay the DNR for damages or charges for undue clean-up that may be necessary.

Signed	Date
--------	------

Print Name _____

Leave Blank – DNR Use Only		
Date and Time Received	Clean up Deposit Received	
Clerk	Clean up Satisfactory? <input type="radio"/> Yes <input type="radio"/> No	
Date Processed/Confirmed	Clean up deposit returned? <input type="radio"/> Yes <input type="radio"/> No	
Arrival Date	Clerk	
Key checkout Date:	Key #:	Time:
Key Return Date:	Time:	

Gathering Space Rental Fees

(See back for rental fee rates. Rates subject to change.)

Group Type:

- 1 2 3

Rental fee amount \$ _____

- Clean-up Deposit (groups 2 and 3) \$100.** See back for information about clean up deposit and damage responsibility.

METHOD OF PAYMENT - DO NOT SEND CASH

- My Check/Money Order is enclosed: Payable to the Department of Natural Resources
- Call me at the following daytime phone number so that I may pay over the phone by credit/debit card
- _____

Vehicle Admission for Large Groups/Weddings

Vehicle admission for large groups/weddings (select one):

- Group/wedding party to pay for guest vehicles .
- Each guest is responsible for paying for their own vehicle.

Mail to:

**High Cliff State Park
 N7630 State Park Rd.
 Sherwood, WI 54169**

Phone (920) 989-1106 for more information.

High Cliff State Park Gathering Space Rental Application

Reservation request will not be processed without a signature. This application does not guarantee your reservation. The park office will notify you when your reservation has been confirmed.

Rates: Rental rates are determined by NR 45.12(4)(g)6 and by the user group classification. Rental fee rates are subject to change. Group classifications are defined as follows:

Group 1: DNR programs and High Cliff State Park Friends Group. This group does not pay a deposit or fee for use Monday through Thursday (excluding holidays).

Group 2: Other government programs, nonprofit groups and youth organizations.

Group 3: Private individual or group events, such as parties, weddings or business meetings; Events of for-profit businesses or organizations; and Groups 1 and 2 who rent the facility to engage in for-profit or fundraising activities.

Day/Time	Group 2	Group 3

How to Make a Reservation: You must use this form (2500-136) to request a reservation and submit by US Mail no sooner than 11 months before your event. (For example, if you wish to rent the gathering space for August 15, 2018, you may apply on September 15, 2017. Reservation requests postmarked before the 11 month date will be returned).

Reservations will not be confirmed until payment is received. Applications which do not include payment will hold the gathering space for 7 days. If payment is not received within 7 days of the request, the gathering space will once again be made available to others.

Please remember that the Gathering Space is in high demand and may receive multiple applications for the same date. This application does not guarantee your reservation. The park office will notify you when your reservation has been confirmed.

Clean-Up Deposit and Damage Responsibility: All group 2 and 3 rental applications shall include a clean-up deposit of \$100 in addition to the cost of the reservation. Rental users are responsible for cleaning the picnic tables after their event. Rental users are responsible for mopping up spills. Rental users are responsible for removal of all tablecloths, approved wall decorations, and other personal equipment, and the removal of trash and recyclables to the appropriate dumpsters. Clean-up deposit will be forfeited if park personnel find the gathering space was not cleaned and the setup not returned to the standard layout. The clean-up deposit will be refunded within 10 working days after the event if the gathering space is left in good condition, not requiring extra clean-up.

Rental users are responsible for all damages to the building and its fixtures, furnishings or equipment. Charges for damage will include labor and material cost for the repair or replacement plus a 10 percent handling fee. Rental users are responsible for reviewing the condition of the property at time of first use and notifying the property manager of any damage or deficiencies then noted.

Vehicle Admission Fees: State park vehicle admission stickers are required for all individuals or groups visiting High Cliff State Park and the Gathering Space. A reduced rate sticker for large organized groups is available for the day of only. The rate is \$5.00 per vehicle (subject to change) with a minimum charge per group of \$100. These stickers are valid for vehicles with either WI or non-resident license plates. Rentals of the facility will include the designated event space and furniture associated with the space. Restrooms will continue to be open to the general public at all times during any rental event. Only service animals are allowed at the Gathering Space.

All parties using and/or renting the Gathering Space must comply with all local, state and federal regulations and licensing regarding food, beverage, equipment, supplies, and the storage, handling and disposal of hazardous materials generated, stored or brought to the site. The reservation does not ensure parking will be available in the vicinity of the facility. An early arrival is recommended.

Rental Dates: Reservations are accepted only for dates from May 1 through October 15 of each year. Reservation requests for any other dates need the property manager's approval.

Cancellations: Refund requests with 21 or more days notice will be reimbursed 50 percent of the payment. Refunds will not be given for cancellation requests received less than 21 days before the gathering space was to be rented.

Park Hours: The park is open from 6 a.m. to 11 p.m. daily. All events must end by 10 p.m. Users are allowed 1 hour for clean up after the event and all visitors must be out of the park prior to 11 p.m.

High Cliff State Park Gathering Space Rental Application

Smoking Policy: State Law prohibits smoking in the Gathering Space or within 200 feet of the premise. Users that wish to smoke may do so on the grounds away from the gathering space.

Catering Policy: You may contract directly with the caterer of your choice. Note that vehicles brought in by a caterer also require a state park vehicle admission sticker.

Alcoholic Beverages: Users shall follow all state and local ordinances regarding the consumption of alcoholic beverages. Everyone must be able to provide proof of being age 21 or older. The DNR will allow the promotion of the name of the business doing the distribution (i.e. Pick-n-Save) to advertise on-site, but cannot allow the specific advertising for alcoholic beverages, to include signs, coupons, or flyers.

Decorating: All decorations on walls, floor, ceiling or hanging, the grounds outside of the building (including tents and posts), are strictly prohibited, unless prior approval is obtained from the property manager. No taping, gluing, tacking, nailing or securing of any item will be allowed. Table décor will be allowed, however an open flame is not permitted. The use of glitter, confetti, and smoke/fog machine is strictly prohibited.

Outside Contractors and Rental Items: Use of outside contractors and rental item services (tents, caterers, bands, DJs, etc.) are subject to prior approval by the property manager and may or may not be allowed subject to scheduling conflicts with other events.

The DNR accepts no responsibility for any products or services provided by outside vendors.