



RIPLEY PARK SHELTER RESERVATION AGREEMENT

Cambridge Community Activities Program

P.O. Box 54 Cambridge, WI 53523

www.cambridgecap.net

(608) 423-8108



Event Date _____ Arrival Time (including set-up) _____ Departing Time (including clean-up) _____

Shelter Reserving (please circle): Ripley w/ Kitchenette - \$158.25 Ripley Shelter w/out Kitchenette - \$131.88

North Shelter - \$105.50 South Shelter - \$79.13

5.5% sales tax included

Number in Party (est.) _____

In addition to shelter reservation fee, admission is required to enter Ripley Park.

Adults \$2.00 Children under 12 \$1.00

Admission Payment Options (please circle):

Guests will pay upon arrival

Park staff keep tally and will pay at end of event

Type of Group (please circle):

Non-Profit*

For-Profit

Private Party

*Must provide WI Sales and Tax Use Certificate of Exempt Status & complete form S-211 prior to rental

Name of Party _____ Contact Person _____

Purpose of Party _____

Address _____ City/Zip _____

Phone _____ E-Mail _____

Will you be serving draft beer? (Please circle) Yes No

Certain activities conducted on property require special permits or approval. Please make a check by all items listed below that pertain to your planned outing.

_____ Selling of any alcoholic beverage. (Town of Oakland permit)

_____ Operation of mechanical rides or other amusement devices. (Park approval) Describe: _____

_____ Operation of gaming devices, games of chance, accepting bets or any method of gambling. (State of WI permit) Describe: _____

_____ Sound Amplification (Park approval)

_____ Use of tent(s) and/or booths. (Park approval) Describe: _____

_____ Distribute promotional materials, advertise in the park, or post signs. (Park approval) Describe: _____

Additional Needs: Extra Tables* _____ (fee of \$2.11 per extra table)

Bouncy House* (4 hours = \$42.20, 8 hours = \$79.13, setup included) _____

Other _____

*Sales Tax Included

I agree to abide by the rules of Ripley Park and use the grounds appropriately. I have received and reviewed a copy of the Shelter Use Policies and Procedures attached to this agreement and agree to all terms stated. I will accept responsibility for any damages that occur during the use of the facility. I fully release and discharge the Cambridge Community Activities Program, its employees, directors, and volunteers, and the Cambridge Foundation from any and all claims or damages arising from injuries, death, or property damage, which may arise out of or occur in common with my use of Ripley Park. I understand that there are no lifeguards on duty at any time and swim at my own risk.

Shelter Rental Fees must be paid in full and form must be signed and returned to the CAP office to guarantee your reservation.

Total Fees \$ _____ Signature _____ Date _____

(Applicant must be 18 years or older)

Checks payable to Ripley Park

Department Approval _____ Date _____ Amount Paid: _____ Check # _____ Cash _____

RIPLEY PARK SHELTER USE POLICIES AND PROCEDURES

Reservations

Reservations for park shelters are on a first come first served basis and must be made at least one week in advance and may be made no more than one year in advance. The adult signing the reservation form will become the authorized representative for any and all damages, missing items, and clean up for the reservation. Dates and hours on the reservation form must include set-up, take down, and clean up time. The user is required to clear and clean the facility after use. The user must leave the park by the time the park closes at 8:00 p.m., unless approved by the Cambridge Community Activities Program; please note, all park buildings close at 8:00 p.m. If a shelter reservation requires the bathrooms to remain open later than 8:00 p.m., a fee of \$15 per additional hour will be charged and may go no later than 11:00 p.m. There are no lifeguards on duty at Ripley Park and all patrons swim at their own risk.

Admission Fees

Daily admission fees for entrance to Ripley Park apply to each guest in the party. Admission to Ripley Park is \$2 per adult and \$1 per child 12 and under. There are three options for paying admission: 1) Payment in advance for the exact number in the party, 2) The day of the event as each guest enters the gate, or 3) A tally kept at the gate and payment at the end of the event.

Sale of Concessions/Commercial Events

Sales of any kind are not permitted in Ripley Park unless authorized by the Cambridge Community Activities Program. Groups authorized to sell concessions agree to: secure all necessary permits for concession operations; provide all supplies, materials, and equipment to operate concession; keep the area around concession operation clean; and operate the concession in accordance with the laws and regulations governing the sale of concessions.

Alcohol Policy

Alcoholic beverages are permitted in Ripley Park subject to state and local regulations (e.g., over 21 years of age, no sales without state/local permit, etc.). Draft beer may be provided by users for their own parties only at the shelter they have reserved, as approved by the Cambridge Community Activities Program. Special event users planning to sell alcoholic beverages must obtain all permits required to do so.

Other Park Rules

- **ONLY plastic & aluminum please, NO GLASS.**
- **Alcohol Consumption** – Alcoholic beverages are permitted in Ripley Park subject to state and local regulations (e.g., no minors, no sales without state/local permit, etc.). Plastic bottles or cans only, NO GLASS. Private parties renting shelters may have draft beer as approved on their shelter reservation agreement.
- **Animals** – only service dogs are allowed in the park, all other pets are prohibited.
- **Vehicles** – only park maintenance or service vehicles are allowed beyond the paved driveway, all other vehicles are prohibited.
- **Fires are prohibited.**
- **Fireworks are prohibited.**
- **Fishing is prohibited.**
- **Paddling** – water craft of any kind are prohibited from the BUOY RESTRICTED swim area. Chapter 30.68(7) Department of Natural Resources. Violators subject to citation. Canoes, kayaks, and SUPs can be launched on the north end of the beach but are prohibited in the swim area.
- **Pick Up Trash** – Please help us by leaving the park cleaner than you found it, pick up after yourself!

Damage Policy

It is the user's responsibility to inspect the facility and report any problems. Charges will be assessed for any damages, cleaning, missing items, or other services required. Additional charges may be assessed based on time and material rates. Violation of the terms of use may result in denial of future reservation requests.

No additions, alterations, or changes to the park grounds, structures, or buildings are permitted without the written permission of the Cambridge Community Activities Program or the Cambridge Foundation. Decorations may be hung with tape only.

Cancellation/Refund Policy

A full refund will be provided only if the cancellation is made at least two weeks prior to the reservation date. If your event is cancelled due to the weather and a rain date cannot be agreed upon, you will receive a full refund.

The Cambridge Community Activities Program reserves the right to cancel and/or relocate any reservation, if the reservation threatens the integrity of the park and/or facilities due to misrepresentation of information on application, unsafe facility conditions, or weather conditions.