



# 2023 Bay Beach Rental Agreement



## Reservations:

- All rentals must be concluded by the end of the rental time. Please leave rental in a clean and organized manner

## Fees and Charges:

- Payment is required at the time of the reservation.
- Renters are responsible for keeping their area in good order. Additional charges will be charged to the customer if the shelter is left with excessive mess. Damages will be billed at repair or replacement cost.
- Renters may not charge an admission fee, donation, or accept another type of contribution from park patrons.
- All refund requests will be charged 50% of the cost of the reservation as a cancellation fee (including a date or location change) and will only be allowed more than 30 days prior to your event. No refunds will be issued within 30 days of your rental.
- Fog machines are not allowed in indoor rentals. Renters may be subject to a \$500 fine for a false alarm fire call.
- Music must be kept at a reasonable level and within the City of Green Bay's noise ordinance level. DJs/bands must end one hour prior to park closing.
- The rental capacity is determined by the City Fire Code and is posted in each room. Renter is subject to additional charges if capacity exceeds Fire Code capacity.
- Rental areas have a set amount of picnic tables, trash containers, and banquet tables. Moving chairs, tables, picnic tables etc. may be subject to additional clean up charges.

## Tents, canopies, and other structures:

- 12 feet X 12 feet or smaller are allowed for no additional fee
- Pop-up canopies and tents (maximum 12 x 12) are allowed.
- If you're interested in erecting a tent larger than 12X12 feet, please contact the contacts below. Approval from the Parks Facilities Manager is required as well as possible fees.
- Inflatables and dunk tanks are not allowed
- Decorations: Confetti or piñatas filled with confetti are not allowed. No nails, duct or electrical tape may be used to hang decorations. All decorations must be removed prior to the end of your rental. Early set up (day before event) or returning the following day to remove decorations will be subject to additional rental charges

## Food and Beverage:

- Potluck style food is allowed.
- Open flames are not allowed (candles, fires, etc.)
- Any event that is catered must be selected from the preferred caterers list. If a caterer is not on the preferred list they will have to contact The City of Green Bay before catering any event. If an unapproved company caters at Bay Beach Amusement Park, the shelter rental will be subject to additional charges.

- Vehicles, including catering vehicles, are only allowed in designated parking areas including drop-offs.
  - Pig roasts are allowed with approval of Park Facilities Supervisor. Booyah is allowed in a self-contained kettle (propane). No open fires are allowed. No grease is to be poured in the sink or toilets, dumped on the lawn, under trees/shrubs, or in any catch basins in the parking lot.
  - Grilling equipment is not provided by the park. Persons are allowed to bring grills into the park. Orange receptacles are provided for dumping coals and ashes.
  - Beer and wine may be consumed on park property during rental hours within rental area. No hard liquor allowed per park policy. Glassware and glass containers are prohibited in all city parks and green ways. Renters are responsible for enforcement of the current drinking age laws.
  - Cash bars are not allowed\*\*
- 

For park rules and regulations or questions about reservations please visit:

<p>Bay Beach Amusement Park Phone: (920) 448-3365 Website: <a href="http://www.baybeach.org">www.baybeach.org</a> Email: <a href="mailto:baybeachcatering@gmail.com">baybeachcatering@gmail.com</a></p>	<p>Bay Beach Wildlife Sanctuary Phone: (920) 391-3671 Website: <a href="http://www.baybeachwildlife.com">www.baybeachwildlife.com</a></p>
---	---