



Town of Plum Lake

PO Box 280, 8755 Lake St.
 Sayner, WI 54560
 715.542.4531
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www.plumlakewi.gov

USE OF TOWN OF PLUM LAKE PROPERTY-Pavillions or Chalet

RESERVATIONS:

1. Reservations must be made for all activities and will be on a first-come, first-served basis.
2. Reservations are to be made with the Clerk's office.
3. Reservations should be made a minimum of 48 hours in advance of any activity.
4. Reservation Fee: \$50 deposit made payable to the Town of Plum Lake, refunded if clean and undamaged upon inspection of the facility after the event.
5. If the activity is to be cancelled, 24-hour notice would be appreciated.

RULES:

1. The under-signed person of at least 18-years of age shall be present and assume responsibility for any activity.
2. Decorations (balloons, crepe paper, bells, posters, etc.) must be completely removed – including tape string, etc. used to hang any decorations.
3. Remove all trash and recyclables from the location.
4. Wipe down all tables and return to their original locations.

****Failure to properly clean the facility and surrounding area will result in a fee for clean-up and forfeiture of Deposit.***

Name: (Must be at least 18-years old)		
Address:		
Telephone:		
Email:		
Requested Location: (Circle One)	Star Lake Pavillion	Razorback Ridges Chalet
	Sayner School House Park Pavillion	Recreation Center Pavillion Only
Date Requested:		Time Requested:

I hereby certify that I am assuming full responsibility for the use of the Town of Plum Lake Property and will be on site during the property's use:

Signature: _____ Date: _____

Approved by the Plum Lake Town Board on _____ with the following stipulation(s):

Town of Plum Lake – Clerk or Treasurer: _____ Date: _____

Final approval of this application based on the approval of the Plum Lake Town Board.