

Facility Rental Date: \_\_\_\_\_

**Town of Clayton**  
**Clayton Park Use Application**  
**3577 Larsen Road Neenah, WI 54956**

<b>Today's Date:</b> _____ <b>Name:</b> _____ <b>Address:</b> _____ <b>Home/Cell Phone:</b> _____ <b>Date of Rental:</b> _____ <b>Purpose of Use:</b> _____	<b>Organization Name:</b> _____  <b>Work Phone:</b> _____ <b>Time of Use:</b> _____
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**See Fee Schedule**  
**Security Deposit: \$100.00 (separate check)\*\***

**\*\*\* Rental Fee is due at time of reservation.**  
**MAIL RENTAL CHECK TO: 8348 COUNTY RD "T" LARSEN, WI 54947**  
**\*\*\* Rental Fee is non-refundable if canceled within 30 days of date of event.**

**\*\* SECURITY DEPOSIT** – Renters are expected to leave the facility in the condition they found it. Renters will be required to provide the Town with a **SEPARATE** check for the security deposit when the keys are picked up. If the facility is found in acceptable condition and the security deposit is not needed, the Town will then destroy the security deposit at the Town Office.  
**YOU WILL NOT RECEIVE A RETURN CHECK** unless you include a self-addressed/stamped envelope or return to pick it up at the Office.

Total Amount of Rental	\$		Check #:
Total Amount of Security Deposit	\$		Check #:

**NOTICE: Renters may not –**

- (1) Establish temporary structures such as tents, covers, portable restrooms, or other temporary structures
- (2) Establish any carnival rides, whether miniature or otherwise, or conduct any business for entertainment, and
- (3) Possess or operate any sound amplification equipment.

**PRIOR Town Board approval is required to allow any or all of these three provisions.**

<b>SIGNATURE</b>  <b>For Office Use Only:</b> <b>Date(s) PAID:</b> Rental: _____ Check #: _____ Received By: _____ Sec. Dep.: _____ Check #: _____ Received By: _____ Sec. Dep.: <input type="checkbox"/> VOIDED <input type="checkbox"/> RETURNED Completed By: _____ <b>KEY:</b> Color/# _____ Issued to: _____ Date issued: _____ Color/# _____ Received by: _____ Date returned: _____	<b>DATE SUBMITTED</b> 
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