

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

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City, ST, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Rental: \_\_\_\_\_ Approximate Time of Use: \_\_\_\_\_

Purpose/Type of Event/Use: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Rental Fee:** See Fee Schedule\* (Required to guarantee reservation)

**Make checks payable and submit to:**

**The Town of Clayton**  
**8348 COUNTY RD "T"**  
**LARSEN, WI 54947**

\*Rental Fee is non-refundable if canceled less than 30 days of date of event.

**Security Deposit:** See Fee Schedule

A Separate Security Deposit Check is required prior to rental and to obtain keys for Pavilion access. Renters may pick-up keys the week prior to rental at the Town office during regular business hours, M-F 8:00 a.m. to 4:30 p.m. (Closed Holidays).

Renters are expected to leave the facility in ready-to-rent condition. The Security Deposit will be withheld for damage to the facility or if extensive cleaning is required by Town Staff.

**NOTICE: Renters may not do the following without prior Town Board Approval(s):**

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

Rental: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Date Pd: \_\_\_\_\_ Rec'd by: \_\_\_\_\_

Security Deposit: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Date Pd: \_\_\_\_\_ Rec'd by: \_\_\_\_\_ Key #: \_\_\_\_\_