

# Shell Lake Pavilion Rental Form

**Fee for Events that charge admission: \$325/day\***

Fee for Events that have no admission: \$125/day

**\*Includes use of stage, adjacent green area, storage rooms, concession stand, and bathrooms.**

As this is an outdoor venue, no refunds will be made for weather or other outdoor related conditions.

Gratis Events (no charge to these entities/donations are welcome):

- Church Services
- Shell Lake Arts Center (plus one event each year that charges admission, gratis)
- Shell Lake Schools
- Community Service Events as determined by the committee

Clean-up Deposit will be refunded as long as the stage is swept clean, the grounds are completely free of any trash or debris, concession stands are cleaned and disinfected, and condition of entire building is reviewed, including bathrooms. There will be a checklist for the renter to initial before and after each event. We forbid anything that will permanently deface the building, such as, but not limited to, nails, screws, and staples.

Proof of Insurance will be required by commercial renters of the Shell Lake Pavilion. Please provide proof of insurance. Commercial renters will have a 15% merchandising and concession fee, 20% if we need to provide staff.

	<u>Event with Admission</u>	<u>Event with No Admission</u>	<u>Gratis Event</u>
<b>Rent for Pavilion per day</b>	\$325.00	\$125.00	0.00
<b>Perimeter Fence (optional, if requested)</b>	\$100.00	\$100.00	\$100.00
<b>Security, if need, to be Determined by SLPD</b>	Contact Shell Lake Police Dept. 715-468-7640	Contact Shell Lake Police Dept. 715-468-7640	Contact Shell Lake Police-715-468-7640
<b>Clean-up Deposit, (Refundable)</b>	\$200.00	\$100.00	\$100.00

For more information, contact:

**Shell Lake City Hall, 715-468-7679**

[cityadmin@shelllake.org](mailto:cityadmin@shelllake.org)

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Date(s) of Event: \_\_\_\_\_  
Time of Event (from set-up through clean-up):  
\_\_\_\_\_  
\_\_\_\_\_

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

Type of Event: \_\_\_\_\_

Rent for Pavilion day(s) x \$ _____	
Perimeter Fence (optional, if requested)	
Security, if needed	
Clean-up Deposit, (refundable)	
Total	

Contact: \_\_\_\_\_  
Business/Organization if applicable:  
\_\_\_\_\_  
\_\_\_\_\_

Address: City, State, Zip  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Make check payable to: City of Shell Lake  
and send to:  
**Shell Lake City Hall**  
**PO Box 520**  
**Shell Lake, WI 54871**

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

**Please note: If you intend to put up awnings or tents please call our Public Works Director at 715-416-0547.**