

ALMON PARK PAVILION RESERVATION REQUEST

Rudolph Shelter at Almon Park near Buck Lake



Reservation Date(s): _____

GROUP NAME/EVENT: _____

(example: Smith Reunion, Jones Wedding, DNR Picnic, etc.)

Contact Person: _____ Phone: _____

Email: _____

Refund Deposit Check made to Contact Person? Yes No

If no, please indicate the name on refund check: _____

Address to Mail Refund: _____

All park regulations must be obeyed, most notably:

1. The park is open from 6:00 am to 10:00 pm. All park visitors, including those individuals who reserved the shelter, or attend an event at the shelter, must vacate the park by 10:00 pm.
2. Live bands or amplified music must not disturb other park users.
3. No fireworks allowed.
4. Temporary tents/shelters may be erected on the grass adjacent (left side) of pavilion provided there is no damage to lawn.
5. No glass containers are permitted in recreation areas.
6. Vandalism or excessive littering will not be tolerated.
7. Volleyball and other group sports are to be played in the sports field – not on the grass next to the shelter. The sports field is located 100 yards east of the shelter.

Reservations are accepted in the order received and will not be accepted more than 12 months in advance. It is recommended to call the Forestry office for date availability before submitting a reservation form.

A \$100 user fee plus a \$100 security deposit *per day*, is required in order to reserve the pavilion. The security deposit will be refunded, upon inspection and confirmation by the Oneida County Forestry Department that the area is clean and in good condition. ***Please allow 30 days to process and mail the refund***

Reservations are not confirmed until the Forestry Department receives the \$200 fee/deposit. You may print this form and mail it with a check made payable to Oneida County Forestry Department, PO Box 400, Rhinelander, WI 54501 or confirm the reservation in person with check or cash at the Forestry Office. If you have questions, please contact the Forestry office at 715-369-6140.

Cancellations less than 30 days before the reservation date will receive a refund of the \$100 reservation fee only.

SIGNATURE: _____ DATE: _____

My signature confirms that I have read and understand the policy above and agree to all aspects of said policy.

To be completed by Forestry Department:

By: _____

Date: _____ Payment: CASH _____ CHECK # _____