



**TOWN OF LA POINTE  
MADELINE ISLAND  
P.O. Box 270  
LA POINTE, WI 54850**

PHONE: 715-747-6913  
FAX: 715-747-6654  
clerical@townoflapointewi.gov  
www.townoflapointewi.gov

**PARK AND REC FACILITY RENTAL REQUEST FORM 2024**

- Big Bay Town Park Pavilion**  
*(4-hour time limit)*
- Joni's Beach Pavilion**
- Rec Center (Building and Pavilion)**
- Russell Park**  
*(See Page 2 for facility descriptions and amenities)*
- Temporary Class "B"/ "Class B" Retailers (Picnic) License** *(for sale of beer and/or wine)* Contact the Town Clerk: clerk@townoflapointewi.gov or 715-747-2005

Date(s) requested: \_\_\_\_\_

Time start: \_\_\_\_\_ Time end: \_\_\_\_\_

- Rental Fee: \$131.88/day (\$125.00 plus sales tax)
- Security Deposit: \$131.88 (\$125.00 plus sales tax)  
**PLEASE PAY RENTAL FEE AND SECURITY DEPOSIT WITH SEPARATE CHECKS**
- Tax Exempt** (please attach Wisconsin Sales and Use Tax Exemption Certificate #S-211)
- Rental fees are not refundable; security deposits are refundable upon meeting requirements outlined on Page 2.
- Rental fees are waived for La Pointe-based nonprofit organizations (Resolution #2016-0126A). Please attach a copy of the IRS letter confirming your 501c.3 status.
- Security deposits are required for all reservations.
- Applications are first come, first served.

Your Name or Organization Name: \_\_\_\_\_

On-Site Contact Person: \_\_\_\_\_  
*(Person responsible for supervision during the event)* *Mobile phone*

Activity Planned: \_\_\_\_\_

Approximate Number of People Attending: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

I agree to abide by the Parks and Rec Facility Rental Use Policy *(see Page 2)*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name *(printed)*: \_\_\_\_\_

Nothing in this declaration or in the issuance of the permit will create any liability for the Town of La Pointe.  
*2024 fees approved by Town Board on 12/12/2023*

**Town Hall Use**

Date Request Received: \_\_\_\_\_ Marked on calendar? \_\_\_\_\_

Rental fee(s) paid: \_\_\_\_\_ Deposit fee paid: \_\_\_\_\_

Authorization for refund of security deposit: \_\_\_\_\_

Comments: \_\_\_\_\_

# TOWN OF LA POINTE PARKS AND REC FACILITY RENTAL USE POLICY

As part of your rental agreement, you agree to complete each of these clean-up tasks at the end of your event. For each task not completed, your security deposit will be reduced by \$26.37(\$25 plus sales tax):

- |  |                          |
|--|--------------------------|
| _____ Place garbage in appropriate containers                        | _____ Remove decorations |
| _____ Clear tables and put back them back in their original location | _____ Pick up litter     |
| _____ Return the key for the Rec Center Building (if applicable)     |                          |

- Activities at all facilities must end by 10:00 p.m.
- Destruction of property will not be tolerated. Excessive clean-up costs and damages will be assessed per Town Ordinance 347: Section 347-10(K)
- People or groups using Town of La Pointe property who engage in excessive alcohol consumption or any type of abusive, disorderly, or destructive behavior will be banned from using the property in the future.

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## FACILITY DESCRIPTIONS AND AMENITIES

### Big Bay Town Park Pavilion

- 2 large and 2 small charcoal/wood grills
- Picnic tables with room for about 50 total
- Fireplace
- Outlet box with four 20-amp outlets
- Indoor restrooms nearby

Note: There are no lights. Because this shelter is in a campground, rental does not guarantee exclusive use of the surrounding area. To ensure access and use by campers and other members of the public, rental is restricted to one 4-hour reservation per day. Campers can reserve the shelter without charge, but do need to fill out and sign a rental request form. Campers are subject to charges for failing to abide by the clean-up requirements described above.

### Joni's Beach Pavilion

- Small charcoal/wood picnic grills
- Picnic tables that seat 25-30 total
- Indoor restrooms nearby
- Electrical outlets outside the restrooms

Note: Because the shelter is at a public beach, rental reservations do not guarantee exclusive use of the area or the beach. No overnight camping is allowed at Joni's Beach.

### Rec Center Building and Pavilion

- Charcoal/wood grills
- Picnic tables that seat about 50 total
- Electrical outlets
- Indoor restrooms

Contact the Public Works Director at least one week before your event to make arrangements to obtain and return the key to the building. Call 715-209-0199 or e-mail: [foreman@townoflapointewi.gov](mailto:foreman@townoflapointewi.gov)

Note: Reserving the Rec Center Building and Pavilion does not guarantee exclusive use of the ball field, tennis court, or playground. No overnight camping is allowed. Rec Center facilities are **not available** to rent at these times:

- Island graduation (generally the first or second Sunday of June)
- Apostle Island Inline Marathon (third Saturday in June)
- JFD Bikers (weekend after Father's Day)
- MIHPA Fundraiser (Fourth of July)
- Nelson Construction Christmas Party (first weekend in August)
- Fall Fest (third Saturday in October)

### Russell Park

This area is shaded green space appropriate for self-contained events in which organizers set up their own tables, chairs, canopies, or other conveniences; there are no picnic tables, grills, power outlets, or other amenities. There are portable toilets across from the site, on LeSeuer Street. This is a public park in the center of town; your reservation does not guarantee you exclusive use of the area. No overnight camping is allowed in Russell Park.