

# Adolph and Marie Ansay Welcome Center Reservation



Thank you for your interest in reserving the Adolph and Marie Ansay Welcome Center. Please find information regarding reservation, regulations and payment listed below.

## Reservation Regulations

**Reservation:** Reservations may be made in person, by mail or by telephone. The request must include the date and time the facility is desired, name of group, and the anticipated number in the group. Reservation applications will be accepted up to 11 months in advance.

**Confirmation:** Reservations will not be confirmed until payment is received.

**Cancellations:** Refunds will not be made for cancellation requests received less than 21 days before the facility was to be rented. Refunds for 21 or more days of notice will be 50% of the facility rate and the security deposit back.

**Vehicle Admission Stickers:** Vehicle admission stickers are required on all motorized vehicles. Stickers may be purchased upon arrival.

**Reduced Rate Stickers:** The group rate for large groups is \$5.00 per vehicle with a minimum charge per group of \$100.00 (minimum 20 vehicles). Please advise the office at least one week in advance if you wish to use the reduced rate. Stickers must be purchased prior to entering the park. The person in charge of the party is responsible for making sure each vehicle has a sticker. If there are more than twenty vehicles attending the party, it is the responsibility of the person in charge to return to the office to purchase additional stickers. We ask that the guests inform the office attendant which party they are attending when entering the park.

**Open/Close Time:** The facility may not be occupied before 8 a.m. and must be vacated by 11 p.m.

**Parking:** A reservation does not guarantee parking in the vicinity of the facility. Parking is not reservable. Early arrival is recommended.

**Responsible Person:** The person making the reservation is responsible for general cleanup and care of the facility and shall ensure compliance with all state statutes and state park rules. The Renter is responsible for the behavior of all group members and agrees to accept billing for damage and/or cleanup. Forfeiture of the security deposit is by manager discretion.

**Carry In / Carry Out:** Picnic and beach areas no longer have trash or recycling receptacles. All visitors must carry out their garbage and recyclables.

**Music:** All amplified music must be approved by Park Manager prior to the start of the event.

**Kitchen Area:** The kitchen area is for the warming of food only. This kitchen is not intended for food preparation. Warming previously prepared food, coffee pots, Nescos and similar warmers are acceptable.

**Concession Sales/ Area:** The Friends of Harrington Beach State Park reserve the right to operate their concession sales at any time and have their representatives in the facility even when reserved by others. The area used by the Friends for the sale and storage of concession items cannot be reserved.

**Generators:** No generators are allowed in any state park or state park facility rental.

**Facility Rental Fee:** The cost to rent the shelter is \$ 300.00 per day. The \$ 150.00 security deposit will be returned to the renter only, within 10 days after the date of the rental, if no damages were found.

Renter Initials: \_\_\_\_\_

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This form must be filled out and signed by the responsible person renting the facility.

Group/ Event Name: \_\_\_\_\_

Name of Responsible Person: \_\_\_\_\_

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

City/ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Event Type: ( ) Wedding ( ) Graduation Party ( ) Family Event ( ) Other: \_\_\_\_\_

Briefly Describe the Event: \_\_\_\_\_

Estimated Number of People in Party (The Facility holds between 60-70 People): \_\_\_\_\_

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

Estimated Rental Time (The facility may not be occupied before 8 a.m. and must be vacated by 11 p.m.):

Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_

Your initials on the front page signify that you have read and understand the reservation regulations associated with the Ansay Welcome Center. By signing this document you agree to all of the terms and conditions for the Ansay Welcome Center and will abide by the rules and regulations you have just read. The Security Deposit can be forfeited due to damage of property and/or failure to clean the facility properly during the time of the rental, at the discretion of the Park Manager.

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

Please make checks payable to: **Friends of Harrington Beach**

Send to: **Ansay Welcome Center Rental  
C/O Harrington Beach State Park  
531 County Road D  
Belgium, WI 53004**

**OFFICE USE ONLY:**

- Reservation accepted and put in system
- Reservation charged/ processed
- Event Passes bought and made
- Reservation Forfeited Refund
  - Letter Sent on \_\_\_\_\_
- Reservation Fully Refunded on \_\_\_\_\_