



### Sylvan Hill Tubing Private Rental Use Policies and Procedures

#### RESERVATIONS

- Reservations will be accepted up to one year to date in advance.
- There is a minimum 8 calendar day lead time required from the date of the completed agreement reaches the Parks Office and the requested tubing event date.
- No tubing dates will be held over the phone.
- A completed agreement and a deposit of \$100 (non-refundable) must be received in the Parks Office in order to reserve a tubing event date.
- Applicant is the duly authorized representative, responsible for all items in agreement.
- All facilities and areas have maximum total capacities.
- For the safety of the patrons and our staff, Sylvan Tubing Hill will be closed when temperatures or wind chills are below zero.
- Violation of the terms of use may result in denial of future reservation requests.

#### FACILITY RENTAL HOURS

- Applicant may access the facility only on the date(s) and time(s) listed on the agreement.

#### FEES AND CHARGES

- Group size up to 150: One tow will operate for all groups up to 150 people in size. Renter may choose which tow they would like to use. Tow #1 is three straight runs. Tow #2 is three curvy runs. Actual headcount of participating youth and adult is taken during the event and the total fee is calculated using \$8.50 per youth (42" to 13 yrs. old) and \$11.50 per adult (14 and older in age). The minimum fee is \$450. The \$100 deposit is applied to the minimum \$450 or the calculated total fee, whichever is greater. Renters pay the difference.
- Group size greater than 150: Both tows will operate. Actual headcount of participating youth and adult is taken during the event and the total fee is calculated using \$8.50 per youth (42" to 13 yrs. old) and \$11.50 per adult (14 and older in age). The minimum fee is \$750. The \$100 deposit is applied to the minimum \$750 or the calculated total fee, whichever is greater. Renters pays the difference. After MLK Day, two hills can only be reserved on Sundays. This is due to staffing/labor shortages.

#### REFUND POLICY – FEE RETENTION

- The Park Department reserves the right to cancel any private rental.
  - If the Parks Department cancels a rental, the group will have the option of rescheduling their event in the current season, as open dates and times allow or receiving a full refund of all fees paid to date.
    - Private rentals are typically cancelled due to poor snow coverage or unsafe conditions on the hill or tow paths or because of mechanical failure of the tows or in the chalet that cannot be repaired prior to the start of the event.
- Any fee, deposit or charge labeled as non-refundable will not be refunded upon cancelation. Refunds may be granted in the form of credit on CivicRec account, check or credit back to card on file.
- Cancellations of scheduled private tubing parties will result in the entire \$100 deposit forfeited.
  - This includes any reservation cancellations made the day of the event, for any reason (including cold temperatures).
- If the private group cancels one day or more before the event date, they have the option to reschedule the event date one time at no charge within the current season.
  - If event date cannot be rescheduled during the current season, the above mentioned forfeitures will apply.

#### FACILITY/SHELTER RULES AND GUIDELINES

- No private tubing parties will be booked on Mondays. Available time slots for private tubing rentals are Tuesday evenings, Wednesday and Thursday afternoons or evenings, Friday afternoons and Sunday evenings.

- The concession stand is available to be open for afternoon rentals; no concession available for the evening rentals. A minimum attendance of 60 expected patrons is needed for the concession stand to be open for the rental.
- If the rental group is bringing in their own food, the concession stand will not be open for the rental.
- Earliest access to the chalet for event setup is 15 minutes ahead of the groups scheduled tubing start time.
- The \$100 deposit submitted with the completed contract will be applied toward the total rental fee which is calculated after the event date. Groups will be billed and must pay the balance of the total rental when the invoice is received.
- Alcohol is allowed if the responsible person who signed the tubing agreement says it's allowed. No alcohol is allowed on the hill. Smoking is prohibited inside the chalet.
- Minimum height to ride a tube is 42". No riding double on tubes. No exceptions.

#### ADVERTISING

- No person shall distribute, post bills or advertisements without written consent.

#### SALES/COMMERCIAL EVENTS

- No person shall sell or offer for sale any goods, merchandise or service, except as authorized by the City of Wausau, Park Commission or Forestry/Recreation Committee.
- When authorized, proper licenses must be held.
- When authorized, such sales are subject to commercial use fees and policies.

#### GENERAL REGULATIONS OR REQUIREMENTS

- Hours – Parks are closed between 11 pm and 6 am,
- Litter – throwing waste or refuse anywhere except in a solid waste container is prohibited.
- Behavior – Any person who fails to follow rules or regulations may be excluded and removed from the property or facility.
- Alcohol Beverages – if alcohol beverages will be available as a function of the event, they must be controlled in a manner that restricts access to the beverages by minors.
- Pets and Leashes – Pets must be on a leash at all times and the leash may NOT be more than 16 feet long.
- Pet Waste – Feces must be picked up and disposed of in a sanitary manner.
- Animals in Buildings – Pets are not allowed in buildings and in other areas as posted.
- Parking – Vehicles may only be parked in designated parking areas.
- Fires – Are only permitted in designated fireplaces, fire rings and permanent grills or as authorized at the property or facility.
- Fireworks – Are prohibited without a permit.

#### SPECIAL EVENTS

Certain events qualify for a Special Event in the City of Wausau. Applicant is required to work with the City of Wausau Clerks Office and obtain approval of event. Definition of Special Event: "Event" means any planned extraordinary occurrence requiring City services and/or on public right-of-way or public premises including, but not limited to, parades, processions, festivals, athletic events and events requiring street closures. "Event" does not include static, unattended displays or exhibits for any duration of time.