

Rib Mountain State Park Amphitheater 2013-2014 Rental Application

Form 2500-117 2013
 State of Wisconsin
 Department of Natural Resources
 dnr.wi.gov

Please print clearly and mail completed application to Rib Mountain State Park, 4200 Park Rd., Wausau, WI 54401.

Event Information

Name of person in charge _____

Group name (for wedding, last names of couple) _____

Number in group _____

Address _____

City _____

State _____ Zip _____

Daytime phone _____

Names of persons assisting with parking vehicles _____

Your choice of rental dates (May 1 through September 30):

1st _____

2nd _____

Arrival time: ___ 9 a.m. _____

Ceremony or event time: _____

Departure time: ___ 5 p.m. _____

If wedding, requested rehearsal date and time (limit one hour): _____

Notice: You are required to complete this form to apply for shelter rental, under s. 27.01(2)(f), Wis. Stats. The Department cannot process your application unless you provide complete information.

Personally identifiable information on this form will be used to administer the parks and forest program and may be used to mail additional state park system information and natural resources surveys. It may be provided to requesters as required by Wisconsin's Open Records law [ss. 19.31-19.39, Wis. Stats.]. Card information will be kept confidential.

I, the undersigned, have read the rules on the back of this page and agree to pay the fees, be responsible for the behavior of the group, and pay the Department of Natural Resources for damages or charges for undue cleanup that may be necessary.

Signed _____ Date _____

Print Name _____

Reservation request will not be processed without a signature.

Amphitheater Rental Fees

(Subject to Change)

\$250 per day, 9 a.m. - 5 p.m.

Enclose check to Wisconsin DNR or charge to:

Master Card Visa

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Expiration date _____ / _____

Signature: _____

Print name on card: _____

Billing address on card: _____

Mail to:

Rib Mountain State Park
4200 Park Rd.
Wausau, WI 54401

Phone (715) 842-2522 for more information.

LEAVE BLANK - DNR USE ONLY	
Date and Time Received	Confirmation Number
Clerk	Refund Number
Date Processed/Confirmed	Check Number/Date
Arrival Date	Clerk



Rib Mountain Amphitheater



- The amphitheater is just to the north of the park office and is accessible for people with disabilities.
- **Dates and times:** Reservations are accepted only for dates from May 1 through September 30 each year. The amphitheater may not be occupied before 9 a.m. and must be vacated by 5 p.m.
- Any changes in reservation times must be cleared through the park office before changes are made.
- **Cancellations:** Refund requests with 21 or more days notice will be reimbursed 50 percent of the payment. Refunds will not be given for cancellation requests received less than 21 days before the amphitheater was to be rented.

Vehicles

- **Vehicle admission stickers** are required on all motorized vehicles. Stickers may be purchased upon arrival. Stickers are not included in the amphitheater rental fee.
- **Reduced rate stickers for large organized groups for day use only:** The group rate is \$5 per vehicle with a minimum charge per group of \$100 (subject to change). These stickers are valid for vehicles with either Wisconsin or non-resident license plates. The group must contact the property by mail, telephone, or in person at least 7 days in advance.
- **Parking:** A parking lot is on the right side of the roadway near the office. There is additional parking to the south of the office. Some parking spaces will be kept open for other park users. Due to amphitheater and parking lot size, groups will be limited to 200 people or 50 vehicles. Large groups such as weddings must provide an attendant(s) to direct and park vehicles for the event. This is for the safety of your guests and to maximize the available parking. The name(s) of these persons must be provided to the park at least 7 days in advance. The park is not responsible for event parking or reserving spaces.

How to Make Reservations

- You must use this form and submit it by mail no sooner than 11 months before your event. (For example, if you wish to rent the amphitheater for July 4, 2014, you may apply on August 4, 2013.)
- **Payment** can be made by Visa, MasterCard, check, or money order payable to Wisconsin Department of Natural Resources. For events in 2009, the amphitheater rents from 9 a.m. to 5 p.m. for \$250. This includes a set time for rehearsal, time and date to be determined between renting party and park staff.
- **Reservation confirmation:** Reservations will not be confirmed until payment is received. Reservation requests which do not include payment will hold the amphitheater for 7 days. If payment is not received within 7 days of the request, the amphitheater will once again be made available to others.

Your Responsibilities

- The person making the reservation is responsible for seeing that the area around the amphitheater is clean and well kept during and after the event and for ensuring compliance with all applicable state statutes and state park and forest rules. Failure to follow procedures may result in additional charges to your group.

Facilities

- **Electrical hookup** is available and included in reservation cost. No generators, bands or amplified music are allowed.
- Accessible vault toilets are adjacent to the amphitheater. There are flush toilets in the park office building. The park does not provide any facilities for changing clothes (for example as for weddings). The park office will not be available for the wedding party to change clothes or "hide" in before the ceremony.
- No tents may be set up outside of the shelter or amphitheater that require staking because of the location of several underground electrical lines. Freestanding tents/gazebos may be set up outside of the amphitheater with prior approval.
- Please be aware that this reservation is only for the amphitheater and does not include the adjacent picnic area. Other park users may be using the adjacent picnic area and restroom facilities during your event.
- **Carry in/carry out:** The park does not have trash or recycling receptacles for visitors. Plan your activities to use reusable containers and minimize garbage. Please bring adequate bags/containers to enable you to take your garbage and recyclables with you.

The Wisconsin Department of Natural Resources provides equal opportunity in its employment, programs, services, and functions under an Affirmative Action Plan. If you have any questions, please write to Equal Opportunity Office, Department of Interior, Washington, D.C. 20240. This publication is available in alternative format (large print, Braille, audio tape, etc.) upon request. Please call (608) 266-0866 for more information.