

IMPORTANT INFORMATION NEEDED WHEN PAYING FOR A SHELTER RESERVATION

1. *Must* be paid for *in person* at the Public Agency Center in West Bend – 333 E. Washington Street, Planning and Parks Department, Suite 2300 (across the street from the courthouse – corner of Indiana and Washington Streets).
2. Acceptable forms of payment include:
 - Cash
 - Check
 - Money Order
 - Cashier's Check

If paying with check, money order or cashier's check, the amount must be exact as we are unable to return change if the check/money order is more than the reservation amount.

If you are paying for the reservation within two weeks of the event, the only forms of payment accepted are **cash, money order or cashier's check**.

3. The Planning and Parks Department cannot accept checks without a driver's license number or date of birth provided for the issuer. We will request identification indicating issuer's complete name and **current** address.
4. In order to receive Washington County resident rate – a Washington County resident *must* sign reservation form.
5. A tax exempt form *must* be submitted when paying for reservation for those who qualify as tax exempt (the number alone is not acceptable unless number is already on file in our office).
6. The following information is necessary in order to fill out the reservation form in our office:
 - Which park and which shelter at that park.
 - Maximum number of persons attending.
 - Date of event.
 - Name, address and phone number of person who will be in charge of event.
 - If alcohol permit is needed.
 - If cooler (Glacier Hills only) is needed.
 - If there will be amplified music.
 - Times you want to have the shelter opened and closed (these are the times that you will be responsible for the shelter).
7. For additional information, please refer to the “Washington County Park System – Fees, Rules and Regulations” on our website at www.co.washington.wi.us or call the Washington County Planning and Parks Department at 262-335-4445.