

**Sevastopol Town Park/Pavilion Reservation Form**  
**4830 Ripp Road, Sturgeon Bay WI 54235**  
**(Institute, intersection of Hwy 57 & Ripp Road)**

Organization \_\_\_\_\_ Event Organizer/Contact \_\_\_\_\_

**-or-**

Individual Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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

Date Requested: \_\_\_\_\_ Approx. Attendance: \_\_\_\_\_

Approx. Time of Day Needed: \_\_\_\_\_

|   |   |
|---|---|
| <input type="checkbox"/> <b>Pavilion ONLY Rental</b>    | <input type="checkbox"/> <b>- Softball Field Requested</b>                    |
| <input type="checkbox"/> Town Resident - \$50           | <input type="checkbox"/> - North Field <input type="checkbox"/> - South Field |
| <input type="checkbox"/> Non-Resident - \$75            |   |
| <b>Payment is Required with you Reservation Request</b> | Amount/Date Rec'd _____   |
| <b>\$50 Refundable Pavilion Security Deposit</b>        | Amount/Date Rec'd _____   |

|   |                          |
|---|--------------------------|
| <input type="checkbox"/> <b>Town Park Rental * - \$100 per day</b><br>(fee includes concession stand, ball fields,<br>Access to lights and pavilion)  |                          |
| <b>Deposit of \$100 Required with Reservation Request</b>   | Deposit/Date Rec'd _____ |
| <p>*Note: Entire Town Park Rental must be pre-approved by the Sevastopol Parks and Recreation Board and may be subject to additional sponsor/player/game/event fees and will be subject to the security deposit.*</p> |                          |

Any groups, organizations or nonprofit using the concession stand and selling product is subject to \$100 concession stand rental fee. Organizations using the park facilities but not operating the concession stand for their benefit (i.e., Little League, Babe Ruth Leagues, etc.) are not subject to this fee.

**Please park vehicles only in authorized areas. Parking is not allowed alongside the pavilion or on the grass areas. The back gate will be open for loading/unloading supplies and handicap access. Vehicles parked on the grass or left in the pavilion area will result in the forfeiture of your security deposit. Glass bottles are not allowed in the Town Park. Sorry, no pets.**

If you have any questions, please feel free to contact the Town Office at (920) 746-1230 or email to [office@townofsevastopol.com](mailto:office@townofsevastopol.com).

Please make check payable to and send form to:  
Town of Sevastopol  
4528 State Highway 57  
Sturgeon Bay WI 54235  
Tel: (920) 746-1230      Email: [office@townofsevastopol.com](mailto:office@townofsevastopol.com)



**SEVASTOPOL TOWN PARK PAVILION**

**4830 Ripp Road, located at intersection of Hwy. 57 & Ripp Road Approximately 5 miles North of Sturgeon Bay**

**Users have access to the pavilion, outside lights, and electric outlets. They can also reset any of the outside outlets circuit breakers if needed. There is a gray electrical box (labeled) located next to the small access door in the pavilion that will turn on the exterior lights and/or allow the users to reset the circuit breakers if needed for the external outlets. This box is not locked and is safe for user access. Please remember to turn off the lights if used.**

**Additionally, your reservations for the Park Pavilion includes a refundable (\$50.00) deposit. Pavilion users may use the round trash barrels adjacent to the pavilion for convenient disposal. Garbage can be left in those barrels. Park staff will dispose of garbage on Monday. There is a small side by side refrigerator/freezer for your use. Restrooms located at concession stand.**

**Please use back gate entrance for unloading/loading/handicap access. Parking is not allowed alongside the pavilion. A vehicle may unload but then must be returned to the parking lot.**

**The Town Clerk Treasurer will process the return of your security deposit after your event.**

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**Thank you for helping to keep our Town Park clean and useable for the next patron. Questions: Town Office: 920-746-1230.**

**--Town of Sevastopol Parks and Recreation Board**