

**VILLAGE OF HARTLAND
PARK SHELTER AND GENERAL PARK USE
RESERVATION APPLICATION
2011**

210 Cottonwood Avenue Hartland, WI 53029 Phone 262-367-2714 FAX 262-367-2430

Organization or Individual's Name: _____

Name of Person In Charge: _____

Telephone Number: (Home) _____ (Work) _____ (EMAIL) _____

Address: _____
Street/Mailing
City
Zip Code

If Above Person Cannot Be Reached: _____

Telephone Number (Home) _____ (Work) _____ (EMAIL) _____

Address: _____
Street/Mailing
City
Zip Code

Date Paid _____ Amount Paid _____ Receipt Number _____

I verify the documented information and agree to the Park Board's Policy and Village Ordinances regarding Park Usage. (See Back of Page)

Signature

<i>Permit Number</i> _____	Fee for Shelter	Deposit (if any)	TOTAL	Date of Use	Time of Use	Resident/ Nonresident	Estimated Attendance	Electricity Needed (Yes or No)	Issued By (Office Use Only)
Check which applies:									
Bark River Park (May not use if athletic field is reserved)									
Hartbrook Park									
Volleyball Court									
Nixon Park - Shelter 1 (by Tennis Courts)									
Volleyball Court									
Nixon Park - Shelter 2 (by Fine Arts Center)									
Penbrook Park (May not use if athletic field is reserved)									
Open Space Reserved (describe area)									

Resident:	0-50	\$43.50+ 2.22	51-100	\$60.00+ 3.07	101-200	\$82.00+ 4.19*	201+	\$98.50+ 5.03*
Nonresident:	0-50	\$54.50+ 2.78	51-100	\$82.00+ 4.19	101-200	\$115.00+ 5.88*	201+	\$193.00+ 9.86*

*Plus Deposit

Refundable Deposit	0-100	\$0	101-200	\$200.00	201-300	\$300	300+	\$400.00
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PLEASE BRING THIS PERMIT WITH YOU TO THE PARK

VILLAGE OF HARTLAND PARK SHELTER USE POLICY

THANK YOU FOR RESERVING A PICNIC SHELTER IN THE HARTLAND PARKS SYSTEM. WE APPRECIATE YOUR SUPPORT AND HOPE WE WILL HAVE ANOTHER OPPORTUNITY TO SERVE YOUR NEEDS IN THE NEAR FUTURE. HERE ARE SOME HELPFUL SUGGESTIONS AND GUIDELINES THAT SHOULD ANSWER QUESTIONS THAT YOU MIGHT HAVE ABOUT YOUR PICNIC AREA. FOR ADDITIONAL INFORMATION, PLEASE CALL 367-2714.

Malt Beverages: Are permitted in all picnic areas when a valid malt beverage permit is procured from the Administrative Office or Police Department. No other intoxicating liquor products are permitted.

Shelters: Picnic area SHELTERS MUST be reserved with the specific site in mind. An additional reservation must be made separately for athletic facilities.

Electricity: Some picnic shelters offer a limited number of electrical outlets. Caution is advised when using electrical service, as they are all 20 amp circuits and can be easily overloaded. Due to vandalism, we cannot guarantee electrical availability.

Rest room facilities and parking lots are open to park patrons. NOT EXCLUSIVE TO THE PERMIT HOLDER. Parking is permitted in designated areas only. **Vehicles cannot be parked in the picnic areas on the grass.**

Picnic Table Usage: There are a limited number of picnic tables available in the parks for all users. Large groups will need to provide their own additional seating. Please respect the rights of others to utilize the park facilities.

Refunds: In case of cancellation, permit fee can be refunded **ONLY IF**, at least **TWO WEEKS** prior to picnic, written request and **ORIGINAL PERMIT** are received by the Village Hall office. A \$10.00 fee will be charged for administrative processing. The **ORIGINAL PERMIT**, a written request and a \$10.00 fee is required to change a reservation.

If you wish to reserve an **athletic facility**, (soccer field, softball field, volleyball court, etc.) please contact the Village Hall office. No park fields can be reserved with your picnic permit prior to April 1. The Village Hall will be able to inform you of the availability of the facility.

Radios are permitted in all picnic areas. THE USE OF AMPLIFICATION EQUIPMENT IS NOT PERMITTED IN ANY PICNIC AREAS. The volume of radios, address systems, etc. must be kept at level so as to not unreasonably annoy or disturb the peace and quiet of other park users or surrounding residents in accordance with Section 9.07 of the Municipal Code.

Some grills are supplied by the Village of Hartland in picnic areas. Caution should be exercised in disposal of hot ashes.

DISORDERLY CONDUCT PROHIBITED.

Tents: Are permitted only in certain areas when picnic group has reserved a shelter through the Village Hall. Tents are to be placed adjacent to the shelter. Tents may not be placed on the asphalt. Tents may only be set up on the day of the picnic and must be removed on the same day. Charges will be assessed for damages incurred during the setup or removal of tents.

Dogs must be licensed, on a leash not exceeding six feet in length and under the owner's control. Owners shall promptly remove and dispose of any excrement in a sanitary manner.

To help us provide improved services to others, please leave picnic area clean. Any costs for damage or excessive cleanup will be deducted from the security deposit.

Your comments are appreciated and will be of great assistance to us in evaluating our services.

No shelter can be reserved before January 1 of that year.

All uses must be open to the public, free of charge. Participants may not pass a collection plate, or solicit from the audience. Donations may be accepted at concession areas only. Material distribution must be confined to the concession areas.