



# Port Washington Parks & Recreation Department

201 N. Webster Street  
Port Washington, WI 53074

Phone: 262-284-5881  
Fax: 262-284-7678

## PARK AREA & FACILITY RENTAL APPLICATION

**\*\*Reservation NOT confirmed until FULL payment is received\*\***

Applicants Name \_\_\_\_\_ Organization \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Date of Reservation \_\_\_\_\_ Hours \_\_\_\_\_ Estimated Attendance \_\_\_\_\_  
 Type of Activity \_\_\_\_\_  
 Serving Alcohol? Yes No If yes, applicant must obtain an alcohol permit  
 Amplified Music? Yes No If yes, see rental policies & procedures  
 Tents? Yes No If yes, see rental policies & procedures  
 Dyna Jump/Any Inflatable/Dunk Tank Yes No If yes, see rental policies & procedures

### AREA TO BE RESERVED

Upper Lake Park	Res/NR	Veteran's Memorial Park	Res/NR
____ Area 1 East Concession Area	\$50/\$100	____ Area 5 Bandshell & Greens	\$75/\$150
____ Area 2 West Concession Area	\$50/\$100	____ Area 6 Veteran's Memorial Park Shelter	\$75/\$150
____ Area 3 Lions Pavilion	\$75/\$150		
____ Area 4 Scout Area	\$50/\$100		
____ Open Area _____	\$50/\$100		
		Lakefront Picnic Areas	
<b>Other:</b> ____ Kolbach Shelter	\$75/\$150	____ Area 7 Guenther Sand Volleyball	\$50/\$100
____ Hill School Shelter	\$75/\$150	____ Area 8 Kiwanis Pavilion (north of marina)	\$75/\$150
____ Rec Center	\$20/hr/\$40/hr	____ Area 9 Rotary Park	\$100/\$200

**(Please make out two separate checks)**

Reservation Fee (Non-refundable) \_\_\_\_\_ Clean-Up Bond \_\_\_\_\_ Refunded \_\_\_\_\_ Date \_\_\_\_\_  
 Check # \_\_\_\_\_ (\$50 per 100 people) Check # \_\_\_\_\_  
 Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_ V-Code \_\_\_\_\_

I, the undersigned, am 18 years of age or older, and understand and agree to abide by the City of Port Washington Parks & Recreation Department's policies and procedures for rental of park areas and facilities. I am also aware that in renting a park area or facility for myself and/or other participants whom I invite for involvement in the above rental, I will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, death, damages or loss in which myself and/or my invited participants might sustain as a result of rental or use (including but not limited to, transportation services/vehicle operation, when provided). I do hereby fully release and forever discharge the City, its employees, officers, agents and sponsors from any and all claims for injuries, death, damages or loss that my minor/ward or I may have or which may accrue to me or my minor child/ward or to my family, my estate, my heirs and/or assigns, arising out of my rental or use of the facilities. I will instruct my group of these rules and conditions and ensure that they abide by them as well.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Your application for reservation of a park or recreation area has been approved and the area noted above is reserved for your use on the date and for the time indicated. The person in charge should have this permit with him/her on the date of the reservation.

Park & Recreation Dept. \_\_\_\_\_

Date \_\_\_\_\_

## ORDINANCE FOR THE REGULATION OF CITY PARKS

Port Washington is maintaining this park area for your pleasure and convenience and you shall be required to abide by the following regulations or be subject to punishment or fine according to the Wisconsin Statutes.

Section 14.03 Park Regulations (1) Unlawful Conduct. No person shall upon any public grounds in the City of Port Washington:

- (a) Park any vehicle except within the limits of clearly marked parking areas
- (b) Operate any vehicle or ride horses except upon clearly marked public roadways
- (c) Operate any vehicle at a speed in excess of twenty miles per hour
- (d) Park any vehicle or loiter or lounge in or upon such grounds between the hours of 10 o'clock in the evening and 6 o'clock the following morning except as allowed by permit issued by authority of the Port Washington Parks & Recreation Department
- (e) Carry, keep or use any firearms, bow and arrow, sling shot, trap, gun or other shooting device upon such public grounds
- (f) Disturb, molest, deface, remove or destroy any trees or natural growth; carve upon any object; drive nails in trees, injure or deface in any manner any piece of city property
- (g) Dig or break up the ground surface anywhere in any public grounds
- (h) Build any fires except in fireplaces or grills off the ground or dispose of live embers or coals except in a receptacle provide for same
- (i) Leave, throw or break any bottle, box, can, garbage or other object except in clearly marked refuse receptacles
- (j) Take, have, or keep any dog or cat upon such public grounds except upon a leash
- (k) Set off fireworks of any kind
- (l) Engage in any athletic contest, game or activity, except in areas designated for such activity
- (m) Be intoxicated, use profane language, practice rowdyism, or otherwise conduct himself in a disorderly manner within the boundaries of a city park

### **PENALTIES**

Any person who shall violate any provision of this code shall upon conviction thereof forfeit not less than \$1.00 nor more than \$100 together with costs of prosecution, and in default of payment of such forfeiture and costs of prosecution, shall be imprisoned in the county jail until said forfeiture and costs are paid, but not exceeding 90 days.

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### **PARK AREA & FACILITY RENTAL APPLICATION POLICIES AND PROCEDURES**

1. A "Resident" is defined as persons living in the City of Port Washington and are therefore contributing to the tax base through which the Department is subsidized
2. All functions in City of Port Washington Parks & Recreation facilities must be in compliance with all City regulations and ordinances
3. Applications for use of City facilities must be made at the Parks & Rec Office. Applications must be completed in full and signed by an adult (18 years or older) who must assume responsibility for the group and be present during the entire rental period. Inaccurate information will result in cancellation of the permit with the loss of rental charges and/or deposits
4. Alcoholic beverages are only allowed in Upper Lake, Veteran's Memorial and Rotary Park with valid, approved alcohol permit. Applicant must be at least 21 years in age to fill out the required alcohol permit. The sale of alcohol requires a license to be obtained at City Hall
5. The City reserves the right to terminate or reschedule any and all permits for any reason deemed to be in the best interest of the City. Disorder amongst patrons may be grounds for cancellation of a permit and subsequent denial of future permits
6. The established Parks hours are from 6 am to 10 pm. Rotary Park's hours are from 6 am to 11 pm. Security lighting shall not be considered operational, artificial lighting.
7. Individuals, groups and organizations are responsible for any set up, clean up and orderly condition of the facility upon their departure. Any damages to facilities deemed to be in excess of normal wear and tear, or excessive clean up, will be charged to the individual signing the application. The City reserves the right to require a security deposit from any group utilizing a City facility
8. Please notify the Parks and Recreation Department if cancellation of this park area or recreation facility use is necessary. A refund is only issued when a "refund request form" is submitted to the Parks and Recreation Department at least 2 weeks prior to the rental date. A processing fee of \$5.00 will be charged for each request
9. Any amplified music, use of loudspeakers or public address instruments is strictly prohibited except by special approval from the Parks and Recreation Board of Commissioners. The City may cancel a permit for use of said items at any time
10. Dependent upon the nature of the activity, rental groups may be required to submit a certificate of insurance naming the City of Port Washington Parks & Recreation Department as additionally insured for not less than \$1,000,000.00 per occurrence
11. Picnic tables are supplied in all areas. The number of tables supplied in each area is based on the capacity of that area, allowing for eight people per table. Tables are not to be moved from one area to another
12. Tents are permitted only in designated areas and are only allowed under certain circumstances. It is applicant's responsibility to call Digger's Hotline (800-242-8511) at least one week prior to requested rental to mark area of tent placement. Tents may only be set up on the day of the rental and must be removed on the same day. Charges will be assessed for damages incurred during the setup or removal of tents
13. Some picnic areas offer a limited number of electrical outlets. Caution is advised when using electrical service as all circuits are amp circuits and can be easily overloaded. Rotary Park requires the use of an adapter that can be obtained at the Parks & Rec. Office prior to rental. A \$75 bond is required and is refunded when adapter is returned
14. Permits are not issued to individuals or groups charging admission or fees for the purpose of private monetary gain unless written permission is granted. No person shall sell, offer to sell or exchange property, or buy, offer to buy, or exchange any property, or take up any collections of any money or property of value in or on City facilities
15. Facility rental policies and procedures are subject to change without prior notice