

Port Washington Parks & Recreation Dept. | Park Area & Facility Application/Permit Form

Submit form to: Port Washington Parks & Recreation Dept. 201 N Webster Street Port Washington, WI 53074

Applicant Information		
First Name	Last Name	
Street Address	City, State and Zip	
Phone	Email	
City of Port Washington Resident: Yes or No <small>(see Policy #1 on reverse side hereof)</small>	DOB ____/____/____ <small>mm dd yy</small>	Organization

Reservation Details	
<ul style="list-style-type: none"> o Select Area <ul style="list-style-type: none"> <input type="checkbox"/> Upper Lake Park <ul style="list-style-type: none"> <input type="checkbox"/> Area 1 <input type="checkbox"/> Area 2 <input type="checkbox"/> Area 3 <input type="checkbox"/> Area 4 <input type="checkbox"/> Kiwanis Family Pavilion <input type="checkbox"/> Lions Pavilion <input type="checkbox"/> Lower Lake/Veterans Memorial Park <ul style="list-style-type: none"> <input type="checkbox"/> Veterans Memorial Park Shelter <input type="checkbox"/> Bandshell Other <ul style="list-style-type: none"> <input type="checkbox"/> Coal Dock Park <input type="checkbox"/> Rotary Park Gazebo <input type="checkbox"/> Kiwanis Pavilion (north of marina) <input type="checkbox"/> Kolbach Park Shelter o Reservation Date: ____/____/____ <small>mm dd yy</small> o Reservation Time: ____ to ____ <small>arrival time departure time</small> o Estimated Attendance: _____ 	<ul style="list-style-type: none"> o Type of Activity: _____ o Selling fermented malt beverages/wine? Yes or No If Yes, I understand an Alcohol Beverage license is required (obtain at City Hall). o Serving fermented malt beverages/wine? Yes or No If Yes, I understand and agree to abide by Policy #4 on reverse side hereof. You must also complete Fermented Malt Beverage/Wine Permit below. o Will amplified music be played? Yes or No If Yes, I understand and agree to abide by Policy #9 on reverse side hereof. You must also submit a written request and description of music to the Board for its consideration. Upon Board approval of request, a permit may then be issued. <i>Office Use: Date of Approval</i> ____/____/____ o Will large tents/bounce house/dunk tank/etc. be placed on site? Yes or No If Yes, I understand I may have to provide a Certificate of Liability Insurance prior to the event and agree to abide by Policy #10 and #12 on reverse side hereof. Please submit a written request and description to the Board for its consideration. Upon Board approval of request, a permit may then be issued. Brief Description: _____ <i>Office Use: Approval Date</i> ____/____/____ <i>Certificate Received</i> ____/____/____

Fermented Malt Beverage/Wine Permit – Required if Serving Malt Beverages and/or Wine
<ol style="list-style-type: none"> 1. A permit shall be valid for one (1) day only. 2. A permit shall be valid only for the person(s), date, time and location indicated in the permit. 3. A permit shall not be transferable to another person or to another park location. 4. Applicant/Permittee and all persons who possess or consume beer/wine within a park or public grounds must be of Wisconsin legal drinking age (age 21). 5. No permit shall be issued to an applicant who is, or appears to be, under the influence of an intoxicant or other drug at the time the application is submitted. 6. Applicants must provide a valid photo I.D which verifies their name, date of birth, and residence. 7. A permit shall be kept on the permittee's person and displayed to a police officer upon request. 8. Permittee must remain in the park/public grounds whenever beer/wine is possessed or consumed by permittee or a person present at permittee's invitation. 9. In addition to other penalties provided by law, a permit shall be revocable by a police officer whenever the officer reasonably suspects that a permittee, or a person present at the permittee's invitation, is behaving in a disorderly or unlawful manner. 10. No permit shall be issued within two (2) hours prior to park closing time. 11. Permittee shall leave the park, public grounds and facility in a clean and orderly condition. 12. Permittee shall indemnify the City for any damages to persons or property resulting from the possession or consumption of any alcohol beverages within the park, public grounds or facility by permittee, or by a person present at permittee's invitation. <p>I understand and agree to abide by the above Permit terms and conditions, will instruct my group/invitees of the same, and ensure that they abide by them.</p> <p>APPLICANT SIGNATURE _____ DATE: _____</p>

Reservation Fee	Clean-Up and Electrical Adapter Deposits
<p>\$ _____</p> <ul style="list-style-type: none"> o Fee based on City of Port Washington resident status. o Non-refundable w/in 6 mos. of reservation (Policy #8 on reverse side hereof.) o Payment Type: <input type="checkbox"/> Credit Card <input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash o Payment ID # _____ 	<p>\$ _____ (clean-up) [calculated at \$100 per 100 people/attendees] + \$ 75.00 (elec. adapter, if required [for Rotary Park only])</p> <ul style="list-style-type: none"> o Deposits are refundable, per Policy #7 and #14 on reverse side hereof.) o Deposit Type: <input type="checkbox"/> Credit Card (card info. held until after reservation) <li style="padding-left: 20px;"><input type="checkbox"/> Check # _____ (returned via mail after reservation) o Date Deposit Held/Returned ____/____/____

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 (included on the reverse side of this form) for rental of park areas and facilities. I am aware that in renting a park area or facility for use by myself and/or other persons whom I invitee or allow to participate, I expressly assume all risk and legal liability and am waiving and releasing all claims for injuries, death, damages or losses which I and/or my invitees or participants may sustain as a result of such rental, event or activity (including, but not limited to, transportation services/vehicle operation, when provided). I do hereby fully release and discharge the City, its employees, officers, agents and sponsors from any and all claims for injuries, death, damages or losses that my minor child/ward or I may have or which may accrue to me, my minor child/ward, my family, my estate, my heirs and/or assigns, arising out of my rental or use of the park, public grounds, or facilities. I will instruct my group as to these Policies, Procedures, rules, terms and conditions of use, and ensure that they comply with the same.

Applicant's Signature _____
Date

Your application for reservation of a park area, public grounds and/or facility 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 must always have this permit in his or her possession on the date of the reservation.

REGULATIONS GOVERNING CONDUCT WITHIN CITY PARKS OR ON PUBLIC GROUNDS

Port Washington maintains its parks for your pleasure and convenience. You shall be required to abide by the following regulations or be subject to penalties according to the City's Municipal Code and Wisconsin Statutes. This includes, but is not limited to, City ordinances providing that no person shall, within any City park or upon any public grounds:

1. Park any vehicle except within the limits of clearly marked parking areas.
2. Operate any motor vehicle or ride horses, except upon clearly marked public roadways.
3. Operate any motor vehicle upon a roadway at a speed in excess of 20 miles per hour.
4. Park any motor vehicle or loiter or lounge within or upon such park or public grounds between 10 p.m. and 6 a.m., except as allowed by permit issued by authority of the Port Washington Parks & Recreation Board or other duly authorized official of the City [...] and except in Rotary Park [Coal Dock Park and Fisherman's Park ...] in which no person shall park any motor vehicle or loiter or lounge between 11:00 p.m. and 6:00 a.m.
5. Carry, keep or use any firearms, bow and arrow, slingshot, trap, gun or other shooting device.
6. Disturb, molest, deface, remove or destroy any trees, shrubs, plants or other natural growth; carve on any rocks, signs, walls or structures; drive nails in trees; or injure or deface in any manner any park building, signs, fences, tables, or other city property.
7. Dig or break up the ground surface.
8. Build any fires, except in fireplaces or grills provided for such purpose, or dispose of live embers of any fire where they may start a grass or forest fire.
9. Leave, throw or break any bottle, box, can, garbage or other object except in clearly marked refuse receptacles.
10. Take, have or keep any dog or cat except upon a leash [except in Lower Lake/Veteran's Memorial Park, where dogs and cats are prohibited].
11. Be intoxicated, use vulgar, profane, violent, unreasonably loud or boisterous language or engage in otherwise disorderly conduct.
12. Engage in any lewd or lascivious talk, act or behavior.
13. Discharge or explode fireworks of any kind.
14. Engage in any athletic contest, game or activity, except in areas designated for such contest, game or activity.

PENALTIES

Any person convicted of violating City ordinances regulating conduct within any City park or upon any public grounds shall be subject to penalties including, but not limited to, a forfeiture not less than \$5 nor more than \$500, and fees, costs, assessments and restitution, and in the event of nonpayment of any of such amounts shall be imprisoned in the county jail until the forfeiture is paid, but not exceeding 90 days.

PARK AREA & FACILITY RENTAL POLICIES AND PROCEDURE

1. "Resident" means as a person living in the City of Port Washington.
2. All events held in City of Port Washington parks or recreational facilities must comply with City ordinances and regulations.
3. Applications for use of City facilities must be made at the Parks & Recreation Office. Applications must be fully completed and signed by an adult (i.e., a person at least 18 years of age) who must assume responsibility for the group and be present during the entire rental period. Inaccurate or false information will result in cancellation of the permit with the loss of rental fees and/or deposits.
4. Beer and/or wine are allowed only in Upper Lake, Lower Lake/Veteran's Memorial, Rotary & Coal Dock Parks with an approved permit. Applicant must be at least age 21 to fill out an alcohol permit. The sale of beer or wine requires a license, obtainable 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. Disorderly conduct by permittees or their invitees is grounds for cancellation of a permit and/or denial of future permits by the City.
6. Park hours are from 6 a.m. to 10 p.m., except in Rotary Park, Coal Dock Park and Fisherman's Park, where park hours are from 6 a.m. to 11 p.m. 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 park or facility at all times. Any damages to a park or facilities deemed to be in excess of normal wear and tear, or excessive clean-up, will be charged to the person who signed the permit application. The City requires a clean-up deposit of \$100 per 100 people/attendees from any person or group using a City park or facility. Be considerate for the next renter: report any damages or repairs needed and return items to their original location.
8. Notify the Parks & Recreation Department if cancellation of the park area or facility reservation is necessary. A refund will be issued only if a "refund request form" is submitted to the Parks & Recreation Department at least six (6) months prior to the rental date. A processing fee of \$5.00 will be charged for each cancellation request.
9. Any amplified music, use of loudspeakers or public address system is strictly prohibited except by special prior approval from the Parks & Recreation Board. The City may cancel a permit due to the use of any of said devices or equipment at any time.
10. Depending upon the nature of an event or activity, at the time of application renters may be required to submit a certificate of liability insurance naming the City of Port Washington as an additional insured, in the amount of not less than \$1,000,000 per occurrence.
11. Picnic tables are supplied in all park areas. The number of tables supplied in each park area is based upon the capacity of that area, allowing for eight (8) persons per table. Tables shall not be moved from one park area to another.
12. Tents are permitted only in designated areas and are allowed only under certain circumstances. It is a permittee's responsibility to call Digger's Hotline (800-242-8511) at least one week prior to the rental date to mark areas of tent placement. Tents may be set up only on the day of the rental and must be removed the same day. Charges will be assessed for damages caused by tent set-up or removal.
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 may be easily overloaded. Rotary Park requires the use of an electrical adapter that can be obtained at the Parks & Recreation office prior to rental. A \$75 deposit is required and is refunded when the adapter is returned to the Parks & Recreation office.
14. Park area and facility reservations are reviewed and processed for the current year only, beginning on the first working day in January.
15. When applicable, the reservation clean-up deposit will be returned to payer within two (2) weeks after the conclusion of the reservation.
16. Permits are not issued to individuals or groups charging admission or fees for the purpose of private monetary gain unless advance written permission is granted by the City. 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 money or property of value in or upon City parks or facilities.
17. Parks and facility rental policies and procedures are subject to change without prior notice.

Revised: 2-27-2020