

RESERVATION PERMIT: Park Pavilions and Athletic Fields

Elkhorn Recreation Department

200 Devendorf Street/PO Box 920 Elkhorn, WI 53121 • 262-741-5114 • elkhornparkandrec@cityofelkhorn.org

Name: _____

Business/Organization: _____

Address: _____

City: _____ Zip: _____

Home Ph: _____ Cell Ph: _____

Email: _____

Bring this permit with you on the day of your event!

Reservation Date: _____ / _____ / _____

See below for times periods.

Type of Event: _____ # People: _____

Private Public: **Event Permit Required through City Hall**

PAVILION:

- | | |
|---|-------------------------------|
| <input type="checkbox"/> Park Usage/Organized Event | (Park Name/Area) _____ |
| <input type="checkbox"/> Sunset Park Lions Den Pavilion | <i>200 Devendorf Street</i> |
| <input type="checkbox"/> Harris Park Pavilion | <i>3 North Jackson Street</i> |
| <input type="checkbox"/> Babe Mann Park Pavilion | <i>951 Proctor Drive</i> |
| <input type="checkbox"/> Rotary Soccer Complex Pavilion | <i>Oconnor Drive</i> |

HOURS:

You may reserve all three time periods if needed at the rates listed per period.	RESIDENT FEE	NON-RES FEE	TOTAL
<input type="checkbox"/> 10:00 AM – 2:00 PM	\$40	\$65	\$ _____
<input type="checkbox"/> 2:00 PM – 6:00 PM	\$40	\$65	\$ _____
<input type="checkbox"/> 6:00 PM – 10:00 PM	\$40	\$65	\$ _____

ALCOHOL PERMIT:

See reservation policy for Parks on back. Applies only to pavilions above.	RESIDENT FEE	NON-RES FEE	TOTAL
<input type="checkbox"/> Alcohol Permit	\$50	\$50	\$ _____

This approved form serves as your alcohol permit. Bring this form to your event.

I have fully read this permit (front & back) and I understand and agree to all stipulations: **SUBTOTAL** \$ _____

5.5% TAX \$ _____

Signature: _____ Date: _____ **TOTAL FEE** \$ _____

Checks payable to City of Elkhorn.

OFFICE USE ONLY:

Date Paid: _____ Check #/Cash: _____ Amt. Pd. _____ Office Initials: _____

Certificate of Insurance Received: _____ (MUST be provided at the time of reservation of any athletic field)

RESERVATION POLICIES

I undersigned, on behalf of the above mentioned person/organization, do hereby agree that we will abide by the policies governing the use of this facility as set forth on the back of this application. I will specifically accept responsibility for any damage to the facility as a result of the occupancy of said premises by our person/organization. Said premises will be left as clean as when the organization arrives.

I HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS AND BLAMELESS the City of Elkhorn, its officers, agents, employees, boards, and commissions from any and all liability from damages, loss or injury either to person or property which may be sustained while using said facility(s).

The organization filing for use of the park/facility must be the organization utilizing the park/facility, unless otherwise authorized by the City Council.

PARKS:

1. Picnic Shelters are structures covering specifically designed picnic locations. Pavilions may be reserved for use and are subject to approved Reservation Permit and payment of established fees.
2. A completed Reservation Permit must be filed **TEN** (10) working days prior to requested date.
3. You must bring this approved permit with you on the reserved day. This permit reserves the shelter space within the pavilion as yours for the stated period of time. (Bathrooms are open to the public.) Call the non-emergency police line for occupancy issues that might arise with occupants prior to your arrival 262-723-2994.
4. Alcohol Permit – If this fee was paid, you must bring this form, as it serves as your alcohol permit. Applies to the following facilities: Sunset Park Lions Den, Harris Park Pavilion, Babe Mann Park Pavilion. An alcohol permit is required for the consumption of alcohol. Selling of alcoholic beverages is not permitted.
5. Beer Permit- If beer is being sold, a **Class "B"** picnic license is required and obtained from the City Clerk, **30 days** in advance of the event, and must be contained within the shelter or fenced area.

RULES AND REGULATIONS GOVERNING THE USE OF PARKS AND FACILITIES MUST BE IN COMPLIANCE WITH CITY ORDINANCES.

ATHLETIC FIELDS:

The following rules, regulations, and fees must be adhered to and will be taken into consideration for future rental requests if not followed:

COMMUNITY ACTIVITIES & SERVICES DEPARTMENT RESPONSIBILITIES

1. **SUPPLIES:** A parks employee will place the drag, liner, string line, and bases under the athletic field score box. If requested, they will also place diamond chalk and diamond dry under the score box if these items are purchased prior to your event.
2. **KEYS:** The Recreation Center office will issue the proper keys for the score box, restrooms, utility room, and the concession building, if applicable, prior to your event.

SPONSOR/PERMIT SIGNER RESPONSIBILITIES & GUIDELINES

1. **FEES:** All fees are due in advance, with no refunds or credits applied. Elkhorn High School teams are free of charge. Residents are those who live within the city limits of Elkhorn; non-residents are those who live outside the city limits.
2. **FUTURE RESERVATIONS:** Facilities may be reserved up to one year in advance from today's date per approval of Recreation Director.
3. **KEYS:** If keys are required for your event, you may pick-up the keys as early as the Wednesday before your event and return them the business day following your event. Keys need to be picked up and returned in the Recreation Center office or dropped in City Hall drop box in enveloped labeled "Recreation Department." There is a \$50 replacement fee per key for all lost keys.
4. **FACILITY ADMITTANCE:** When you reserve a facility, you are reserving it for a specific date. This is the only date you are entitled to use the facility. You may not decorate, store items, or utilize the facility prior to the date.
5. **ON THE DAY OF YOUR EVENT:** Take this permit with you on the day of your event. The office reserves to one party per day per diamond. If someone is using the diamond when you arrive, politely tell them that you have it reserved, show them this permit, and ask them to leave. If they refuse to leave, notify the Police Department at (262) 723-2210 immediately.
6. **PARK HOURS:** City parks are open 7 days per week, 6:00am-10:00pm. You are not allowed in the park prior to or after these published hours.
7. **RESERVATION CHANGES:** You may change the diamond or the date reserved prior to your event, depending upon availability, by contacting the Recreation Center office. A \$5 service fee will be assessed each time a change is performed. All diamond reservations are taken on a first-come, first-served basis.
8. **INCLEMENT WEATHER:** If your event was cancelled due to weather conditions, you may secure another permit by contacting the office the business day following your event for no additional charge. The rescheduled reservation date must fall within one calendar year from original reservation date.
9. **INSURANCE REQUIREMENT:** If your group is inviting the general public to be spectators or participants, or you will be selling concessions to the public, you are required to present a Certificate of Insurance in the amount of \$300,000 bodily injury and \$100,000 property damage; or \$300,000 single limit for bodily injury and property damage combined for liability requirements. Whenever possible, the City of Elkhorn should be named as an added insured. The Certificate of Insurance is due in the office **ten days prior** to your event. This permit may be denied if proof of insurance is not provided and you must get a special sellers permit from City Clerk.
10. **ALCOHOLIC BEVERAGES:** If you will be providing alcoholic beverages to the public, you will be required to apply for and obtain a "Temporary Class B (picnic) Beer And Wine License" from the City Clerk's office and obtain the proper Certificate of Insurance (see #9 above). You will need to apply for the temporary license a minimum of four weeks prior to your event. Proof of the license and insurance is due in the office ten days prior to your event. This permit may be denied if proof of the license is not provided.
11. **DRIVING/PARKING IN CITY PARKS DRIVING/PARKING IN CITY PARKS:** There will be no driving or parking of a vehicle within any park area.
12. **TENTS/STAKES TENTS/STAKES:** Because of underground electric throughout the parks, anything to be driven into the ground requires prior contact with Diggers Hotline at (800) 242-8511 for line location and with the Fire Department at (262) 723-2277 for a general permit, if applicable. This must be done five days prior to your event.
13. **CLEAN-UP:** The entire grounds shall be cleaned at the close of the event as well as each day, including several daily checks on the rest rooms and cleaning as needed. Any clean-up and/or repair costs will be assessed to the permit signer.
14. **GARBAGE:** If you have a large group event (ie: tournament) you are required to empty all waste receptacles into the dumpster provided at the site. If this is not done by your organization, all expenses to do so will be assessed to the permit signer.
15. **DRAGGING THE FIELD:** Do not pull the drag FROM the infield ONTO the grass. Do not drag closer than the drag's width to the infield grass perimeter. Do not push water FROM the playing field ONTO the grass, push it towards the pitcher's plate.
16. **WEATHER CONDITIONS :** In case conditions do not allow for safe play, you will be responsible for canceling the games. In case of an evening rain, the diamonds must be prepared as early as possible the next morning.
17. **SCOREBOARD OPERATIONS:** A responsible person from your group will need to observe our regular department scorekeeper or meet with a Parks employee prior to your event to understand the operation of our scoreboard.
18. **EQUIPMENT:** Additional site equipment is at your discretion and damages to City property and/or grounds will be assessed to the permit signer.
19. **DIAMOND PREPARATION:** All diamond preparations on the weekends (Sat-Sun) will be your responsibility. All diamond preparations during the week (Mon-Fri) will be the responsibility of the Community Activities & Services Department.
20. **SUPPLIES:** Diamond chalk and diamond dry are available to purchase by filling out the "Equipment/Supplies Reservation Permit" prior to your event.