



City of Watertown Parks, Recreation, & Forestry Department
514 South First Street, Watertown, WI 53094, 920-262-8080

Park Reservation Application

Event: ☐ Private ☐ Public (Pending Approval) ☐ Early
Type of Event: ☐ Birthday ☐ Graduation ☐ Reunion ☐ Wedding ☐ Other: _____
Description of Event: _____

Date of Event: _____ Number of people: _____ Time: _____ to _____
Alcohol: ☐ Served/Sold ☐ N/A Charging Admission: ☐ Yes ☐ No

Name of Person in Charge: _____ Phone: _____
Address: _____ City: _____ State: _____ Zip: _____
Email: _____

Signing this permit you will be held responsible & liable for all park use rules and facilities rented (see back for rules).

Signature: _____ Date: _____

Park Facilities Rental Fees (fees include tax) (must call to reserve entire park)				
Shelter/Capacity	Resident Weekday	Non-Resident Weekday	Resident Weekend	Non-Resident Weekend
Riverside (excluding Volleyball Shelter, Courts & Diamonds)	\$300.00	\$450.00	\$450.00	\$675.00
Upper Pavilion (90) *Key needed for kitchen	\$50.00	\$75.00	\$75.00	\$112.50
Legion, Celebration (60)	\$50.00	\$75.00	\$75.00	\$112.50
Lower Pavilion, Dance Floor (150) *Key needed	\$100.00	\$150.00	\$150.00	\$225.00
Lower Pavilion, Dance Floor, Bandshell (150+) Director Approval Needed *Key needed	\$150.00	\$225.00	\$225.00	\$337.50
River Shelter (36)	\$50.00	\$75.00	\$75.00	\$112.50
Island Shelter w/ Driving Permit (90) *Key needed	\$50.00	\$75.00	\$75.00	\$112.50
Island Bandshell, Gazebo w/ Driving Permit (90) *Key needed	\$60.00	\$90.00	\$90.00	\$135.00
Volleyball Shelter (36)	\$50.00	\$75.00	\$75.00	\$112.50
Clark Park	\$150.00	\$225.00	\$225.00	\$337.50
Clark Park – Shelter (Franklin St) (75)	\$50.00	\$75.00	\$75.00	\$112.50
Clark Park – Lion's Shelter (Clark St) (50)	\$50.00	\$75.00	\$75.00	\$112.50
Lincoln Park	\$100.00	\$150.00	\$150.00	\$225.00
Lincoln Park Shelter (25)	\$40.00	\$60.00	\$60.00	\$90.00
Union Park	\$100.00	\$150.00	\$150.00	\$225.00
Union Park Shelter (25)	\$40.00	\$60.00	\$60.00	\$90.00
Timothy Johnson Park	\$100.00	\$150.00	\$150.00	\$225.00
Timothy Johnson Park Shelter (25)	\$40.00	\$60.00	\$60.00	\$90.00
Brandenstein Park	\$100.00	\$150.00	\$150.00	\$225.00
Brandenstein Park Shelter (25)	\$40.00	\$60.00	\$60.00	\$90.00
Bentzin Family Town Square	\$100.00	\$150.00	\$150.00	\$225.00
Other: _____	\$40.00	\$60.00	\$60.00	\$90.00

Additional Rentals		
Item	Quantity	Total
Picnic Tables (\$10.00 each)		
Benches (\$4.00 each)		
Amplified Music Permit (\$30)		
Tent/Digger's Hotline (\$25)		
Driving Permit (Free) *Key needed		
Other (Concession Permit, orange boards, etc.)		

For Office Use Only:

Park Rental Total: \$ _____
Additional Total: \$ _____
Grand Total: \$ _____

Paid by: ☐ Cash ☐ Check # _____
☐ Credit Card (attach receipt)
Office Initials: _____



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Park Reservation Information

Shelters:

- The person signing the park reservation form is responsible and held liable for the group's actions. This includes any injuries and all park and/or facility damage.
- ~~Bandshell – Must get permission~~ **Permission required from the Parks, Recreation, and Forestry Director.**
- **You are renting the shelter ONLY. Anything needed outside this shelter rental requires permission from the Parks, Recreation, and Forestry Director. will need to get permission from the Park Director.** If permission is not obtained, you will be responsible for any outstanding fees.
- The shelter is expected to be left in the same condition the renter found it. If you are aware there may be a maintenance problem such as heavy trash accumulation during your event, please contact the Park & Rec. office prior to your event.
- The Parks & Recreation Department may impose additional fees and restrict future use for any excessive cleaning beyond our normal cleaning timeframe. An additional fee for excessive cleaning - \$100/hour with 2-hour minimum charge.
- **Keys** - Can be picked up from the Police Department on the day of your reservation. Take yellow form with you to Police Dept. A \$20.00 deposit is required for any key pickup and will be refunded when the key is returned. **Keys are needed with a driving permit, Upper Pavilion Kitchen, and Lower Pavilion/Dance Floor rentals.**
- **Electrical** – To prevent an overload, please do not plug in more than one appliance per outlet box.
- **Prohibited** – Pets and glass are not permitted in the parks. **Decorations may be hung using painter's tape. Taping, hanging, tacking, nailing, or drilling into walls, ceilings, or equipment is prohibited. Use of glitter or confetti is prohibited. No person may smoke in or at any prohibited place or location - within 25 feet of the following public park and recreation areas, except as specified by agreement or special event permit between the City and a private entity: Playgrounds; Enclosed, open-air and temporary structures, Sports fields, courts, and complexes; Picnic areas; Disc golf courses; Piers/kayak launches; Community gardens; Dog-walk areas; Heating and air-conditioning intakes or vents; Swimming pools and water features; Stages, performance areas and permanent and temporary event seating.**
- **Indemnity** - The special event license application shall contain a statement that: "The applicant agrees to indemnify and hold harmless the City from and against all liabilities, claims, demands, judgments, losses and all suits at law or in equity, costs and expenses, including reasonable attorney fees, for injury or death of any person or loss or damage to the property of any person, firm, organization or corporation, arising in any way as a consequence of the granting of a license for a special event." No license may be issued unless the applicant has agreed to the terms of this statement on the written application. (428-7 Special Events Code).
- Must comply with Chap. 398 as well as any state or federal law."

Park/Shelter Hours:

- Parks are open to the public from 5:00 am to 11:00 pm. **Playgrounds and restrooms open April 15-October 15.**
- Shelters are available for rental from May 1st to October 15th. Shelter rental times are between the hours of 8:00 am – 10:30 pm. Shelters must be cleaned and vacated by 11:00 pm.

Permits:

- **Special Event** – If you are having an event which includes alcohol, a road closure, or a significant amount of attendees (~~200+ public event, 300+ private event~~), a special event permit may be needed. Contact City Hall for more information.
- **Music** – All amplified music requires a permit for any sound system with speakers. No music after 10:00 pm. Cost - \$30.00
- **Driving/Parking** – No vehicles are allowed on restricted park or grass areas without a permit from the Parks & Recreation Department.
- **Tents/Inflatables** – If you would like to put a tent up on park property in addition to a park shelter rental, approval is required for location of tent. Cost - \$25.00
- **Water Access** - **If water access is requested during a park rental, a water access form is required. The department will contact the water department for a temporary meter. Requests must be made at least one week in advance. Cost - \$100 deposit, \$20 non-refundable rental fee, and additional usage fees.**
- **Concession in Parks** – Permits are issued for merchant concessionaire, non-intoxicating beverage concessionaire, and intoxicating beverage concessionaire. No food, drink, or other concessions may be sold within a park without a permit. A **Malt Beverage License** must be obtained from the City Clerk's office if there are plans to sell any alcoholic beverages.
- **Insurance** - Each applicant for a special event license that includes alcohol, more than 200 people per day or involves a road closure shall furnish to the City, no later than 10 days prior to the special event, a certificate of insurance written by a company licensed in the State of Wisconsin, approved by the City Attorney and covering any and all liability or obligations which may result from the operations by the applicant's employees, agents, contractors or subcontractors, and including workers' compensation coverage in accordance with Ch. 102, Wis. Stats. The certificate shall provide that the company will furnish the City with a ten-day prior written notice of cancellation, nonrenewal or material change. The insurance shall be written in comprehensive form and shall protect the applicant and City against claims arising from injuries to members of the public or damage to property of others arising out of any act or omission of the applicant, its employees, agents, contractors, and subcontractors. The policy of insurance shall provide minimum combined single limits for bodily injury and property damage of at least \$1,000,000 per person/aggregate. [Amended 7-6-2021 by Ord. No. 21-26]

Additional rental items are available on a first-come, first-served basis and subject to availability. See the current fee schedule for options and fees.

Refunds:

- Cancellations must be made at least 14 days prior to the reservation date to receive a full refund. No refunds will be granted less than 14 days prior to the reservation date or for special services which have been provided (i.e., extra table delivery, etc.)

Non-Emergency:

- If you have a non-emergency issue, please call the Police Department's non-emergency number at 920-261-6660. The department has maintenance personnel scheduled from 7:00 am – 3:30 pm all summer weekends and holidays.