THE CITY OF WATERTOWN
PARKS, RECREATION, & FORESTRY

WATERTOWN PARKS, RECREATION, & FORESTRY DEPARTMENT
514 S. First St.
Watertown, WI 53094
920-262-8080

2027 PARK RESERVATION APPLICATION

Event: ___Private ___Special Event (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:_____
By signing this ~~permit~~ application you will be held responsible & liable for all park use rules and facilities rented. See back for ~~rules~~ information.

Signature:_____ **Date:**_____

Park Facility Rental Fees (~~fees~~ including tax). ***~~Must call to reserve entire park.~~***				
Shelter/Capacity *Director approval required for entire park & Bandshell* **Security Deposit required*	**Resident Weekday**	**Non-Resident Weekday**	**Resident Weekend**	**Non-Resident Weekend**
Bentzin Family Town Square Additional rental info and 45-day notice required (within 45 days requires Department approval)	$100.00	$150.00	$150.00	$225.00
Brandenstein Park	$100.00	$150.00	$150.00	$225.00
Brandenstein Park Shelter (25)	$40.00	$60.00	$60.00	$90.00
Clark Park	$150.00	$225.00	$225.00	$337.50
Clark Park – Shelter on Franklin St (75)	$50.00	$75.00	$75.00	$112.50
Clark Park – Lion's Shelter on 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
Riverside (excluding Volleyball Shelter, Courts & Diamonds)	$300.00	$450.00	$450.00	$675.00
*Upper Pavilion (90) Key required 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 required	$100.00	$150.00	$150.00	$225.00
*Lower Pavilion, Dance Floor, Bandshell (150+) Key required	$150.00	$225.00	$225.00	$337.50
River Shelter (36)	$50.00	$75.00	$75.00	$112.50
Island Shelter with Driving Permit (90)	$50.00	$75.00	$75.00	$112.50
Island Bandshell, Gazebo with Driving Permit (90)	$60.00	$90.00	$90.00	$135.00
Volleyball Shelter (36)	$50.00	$75.00	$75.00	$112.50
Timothy Johnson Park	$100.00	$150.00	$150.00	$225.00
Timothy Johnson 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
Other:_____	$40.00	$60.00	$60.00	$90.00

Additional Equipment/Permits			
Item	**Price/Each**	**Quantity**	**Total**
Amplified Music Permit	$30.00		
Benches	$4.00		
BFTS: Electrical Box	$25.00		
BFTS: Water Feature Off	$25.00		
BFTS: Meridian Barriers	$275.00		
Driving Permit	One Free ($10.00 per additional)		
Picnic Tables	$10.00		
Security Deposit*	$150 Resident/$225 Non-Resident		
Tent/Inflatables Locate	$25.00		
Vendor Fair	$50.00		
Water Access	$100 deposit, $20 fee, and water usage		
Other – see equipment request form	Varies		

For Office Use Only:

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

Paid by: ___Cash ____Check #_____
___Credit Card (attach receipt)
Office Initials:_____

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 – 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. If permission is not obtained, you will be responsible for any ~~outstanding~~ associated fees.**
- **Dates & Hours -** Parks are open to the public from 5:00 am to 11:00 pm. Playgrounds and restrooms are open annually from April 15-October 15. Shelters are available for rent from May 1-October 15. Shelter rental times are between the hours of 8:00 am – 10:30 pm. Shelters must be cleaned and vacated by 11:00 pm.
- **Cleaning -** 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~~ any special considerations, such as heavy trash accumulation during your event, please contact the Parks, Recreation, and Forestry office prior to your event. The Parks, Recreation, and Forestry Department may impose additional fees and restrict future use for any excessive cleaning beyond our normal cleaning timeframe. The additional fee for excessive cleaning is $100/hour with 2-hour minimum charge.
- Indoor facilities must bag and remove garbage after rental period and placed outside to be collected by Department staff the following morning.
- **Keys** - ~~Can~~ Must be picked up from the Police Department any time on the day of your reservation with a copy of your reservation form. ~~Take yellow form with you to Police Dept.~~ A $20.00 cash deposit is required for ~~any~~ key pickup and will be refunded when the key is returned. Keys are needed with a driving permit (to access chain/padlocked areas), Upper Pavilion Kitchen, and Lower Pavilion/Dance Floor rentals.
- **Electrical** – To prevent an overload, do not plug in more than one appliance per outlet box in parks and shelters. Electrical box hookups are strictly limited to approved ~~food truck~~ vendors/renters at the Bentzin Family Town Square. Cost - $25.00
- **Prohibited** – Pets and glass are not permitted in ~~the~~ city 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*. If found, additional cleaning charges will apply. 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.

Permits:

- **Special Event** – If you are having an event which ~~includes alcohol,~~ requires a road closure or exclusive use of all or part of City-owned facilities ~~or a significant amount of attendees (200+ public event, 300+ private event),~~ a special event permit may be required. Contact the City Clerk's Office ~~Hall~~ for more information.
- **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, unless a Special Event permit is issued. A ~~**Malt Beverage License**~~ The proper alcohol license must be obtained from the City Clerk's office if there are plans to sell ~~any~~ alcohol ~~beverages~~.
- **Driving/Parking** – No vehicles are allowed in city parks ~~on restricted park or grass areas~~ without a permit from the Parks, Recreation, and Forestry Department, and which must be displayed on the dashboard. One permit is included with each reservation; additional permits are $10 each.
- **Music** – Any sound system utilizing speakers or amplification requires an approved permit and $30.00 fee prior to the event. All amplified sound must cease by 10:00 pm. ~~Cost - $30.00~~
- **Tents/Inflatables Locate** – ~~If you would like~~ Approval, and a $25.00 fee, is required by the Parks, Recreation, and Forestry Department to stake a tent or inflatable on park property. ~~in addition to a park shelter rental, approval is required for location of tent. Cost - $25.00~~
- **Vendor Fair** – Fee is required for any vendor fair hosted within a park. Cost - $50.00
- **Water Access** – The Parks, Recreation, and Forestry Department will contact the Water Department for a temporary meter. **Requests must be made at least 14 days in advance.** Cost - $100 deposit, $20 non-refundable rental fee, and ~~additional~~ actual water usage fees. Bentzin Family Town Square Interactive Water Feature Off Request Cost - $25.00.
- ~~**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.

Security Deposits

- Security deposits are required for all rentals at the following shelters: Upper Pavilion, Lower Pavilion/Dance Floor, Lower Pavilion/Dance Floor/Bandshell. Cost: $150/city resident, $225/non-resident.

Refunds:

- Cancellations must be made at least 14 days prior to the reservation date to receive a full refund. No refunds, including any additional costs, 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~~ during your rental, 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.~~

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.