THE CITY OF WATERTOWN
PARKS, RECREATION, & FORESTRY

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

BENTZIN FAMILY TOWN SQUARE

Additional Park Reservation Information

***Reservations must be completed at least 45 days before the event date**

Electrical:

- Please provide specific power requirements on the rental application.
- Standard outlets are available for regular use.
- Renters must provide their own extension cords, cord covers, and power strips. Renters are responsible for ensuring all cords and power strips meet safety standards.
- Food truck electrical boxes are secured by a padlock and not accessible to the renter. A flat fee of $25 will be charged if access is needed.

Interactive Water Feature:

- The feature is open seasonally and can operate independently from private events. A flat fee of $25 will be charged if the feature is requested to be turned off before its scheduled end time. Please verify current water feature hours upon renting.
- Request to turn off the interactive water feature must be noted on the rental application.

Road Closure:

- ~~Requests to close a road for an event require~~ Unless otherwise approved by the Parks, Recreation, and Forestry Commission and the Public Safety & Welfare Committee, Meridian barriers may be required for events and reservations at the Bentzin Family Town Square. When Meridian barriers are required, the applicable barrier fee will be charged to the reservation
- The setup and removal of safety barriers is done by the Parks Department ~~by park crew~~. ~~A barrier service fee of $275 per event applies to all road closures.~~
- ~~Requests to close a road must be noted in the rental application.~~
- Barrier Rates: $275/event

Tents/Inflatables:

- No stakes, spikes, or similar objects may be driven into the ground for the setup or securing of tents, inflatables, or any other structures due to the ~~presence of an~~ underground irrigation system.
- All such items must be properly secured using weights or other non-invasive anchoring methods.
- Renter assumes full responsibility for any damage resulting from failure to comply with this requirement.
- Tent/Inflatable Locate fee does not apply.

Driving/Parking:

- No vehicles are allowed in parks without a driving/parking permit.
- A separate Permit to Occupy Street or Sidewalk may be required if a vehicle or trailer will be parked on the street while the street remains open. Contact the Engineering Department for permit requirements.

Events

- If an event requires a road closure or exclusive use of all or part of City-owned facilities a special event permit may be required. The City Clerk's Office should be contacted for more information.
- All special events are subject to extraordinary charges for city equipment, staffing, and services rendered. Event organizers are responsible for securing all applicable permits and completing all required application forms prior to the event date.

***For additional rules and information refer to back of Park Reservation Application**