

2019 Richland Center Park Facility Use Application & Permit

RC Parks & Grounds Dept. ~ 1050 N. Orange St. ~ Richland Center, WI 53581 ~ Phone(608)647-8108 ~ Fax(608)647-8108 ~ Hours: M-F/8am-5pm

This form must be completed and signed by the applicant, accompanied by the correct fee for requesting the park facility reservation. Approved application will be kept on file in our office. Reservations for the next calendar year are taken on the first business day of the year on a first come, first serve basis.

Business/Group/Applicant Name & Address: _____

Contact phone #(s): _____ Contact Email: _____

Rental Facility: _____ Key Required: YES / NO (Meyer Bldg only)

Date of Rental: _____ Approx. Start time: _____ / _____

Approx. # of People Expected: _____ Nature of Rental: _____

IMPORTANT: After rental use, the party is expected to fully clean the facility completely before leaving. Picnic tables will be provided at the shelter. If additional tables, garbage cans or other special requests are needed, it is the group's responsibility to secure them beforehand.

Rental is for the (1) day in its entirety.

Do you need ANY of the following items?

--Extra Picnic Tables or Trash Receptacles? YES / NO (\$30) _____ # of Extra Tables _____ # of Extra Trash Receptacles

--Do you need an Alcohol Permit? YES / NO (Covers Beer and Wine) Permits do not allow you to sell alcohol. Alcohol is not permitted in the Park without a permit. You must obtain a permit that requires pre-approval from the Parks & Grounds Board President. Once the permit is approved, you will receive a copy in the mail. Please keep this permit with you for the duration of your rental.

--Will you put up a Canopy Tent? YES / NO Location of Tent: _____
You will need to let us know the location so we can call Digger's Hotline prior to your event so underground lines can be located and marked.

-- Special Event: Bringing items to the Park? (Dunk Tank, Inflatable, Climbing Wall, Animals) YES / NO Location: _____
You (if you own the item) or the Rental Company will need to provide a Certificate of Liability Insurance with a minimum general aggregate limit of \$1,000,000 naming the City of Richland Center as "Additional Insured" on the policy. The Parks and Grounds Department will determine the location of the unit.

--Special Event: Selling Beer or Wine? YES / NO (\$10) Form AT-315
You must obtain an Application for Temporary Class "B" (Beer) / "Class B" (Wine) Retailers License from the City Clerk's office. The process may take up to 30 days and will need to be approved by the proper committees. You will also need to provide a Certificate of Liability Insurance with a minimum general aggregate limit of \$1,000,000 naming the City of Richland Center as "Additional Insured" on the policy.

--Special Event: Vendors selling Food or Goods, Collecting Donations, or Charging Admission? YES / NO Form S-240
You must fill out a Wisconsin Temporary Event Operator and Seller Information Form listing all vendors attending the event and submit it to the City Clerk a minimum of 5 days before the event. You will also need to provide a Certificate of Liability Insurance with a minimum general aggregate limit of \$1,000,000 naming the City of Richland Center as "Additional Insured" on the policy. Wisconsin Department of Revenue reporting must be completed no later than 10 days from event closing. The process may take up to 30 days and will need to be approved by the proper committees. Once all paperwork is turned in and all approvals are given, the City Clerk will grant approval for the event.

--Special Event: Require a Street Closure? YES / NO
You must fill out a Street Closing Application for Events Form and take to the City Clerk's office. The process may take up to 30 days and will need to be approved by the proper committees. You may be asked to attend the Public Safety meeting on your own behalf. Once all paperwork is turned in and all approvals are given, the City Clerk will grant approval for the event. The Parks & Grounds Department will be in contact with the Street Department for any barricades and/or signage. The Parks & Grounds Department will be in contact with the Police Department for any traffic safety control measures.

Rental Permit Terms and Conditions:

I accept full responsibility for the terms and conditions of this application, and certify that it is accurate and complete. I understand that the fee paid is refundable to me if the notice of cancellation is received by the Parks & Grounds Department no less than 7 days prior to my scheduled event. I understand that the Parks and Grounds Board reserves the right to deny any application for any event that the expected attendance will exceed the safe capacity of the facility or involves activity as such that endangers public health and safety. I understand that inaccurate information is grounds for cancellation of any reservation granted to me and may jeopardize future reservations.

I understand that no facility is reserved until all stipulated fees of \$ _____ have been paid and the Director or a Parks & Grounds Board Representative signs this form. Payment must be received within 7 business days after you reserved a shelter.

Applicant Signature: _____ Date: _____

RC Parks & Grounds Signature: _____ Date: _____

Shelter Usage: (All monies go towards Parks and Shelter improvements)

Shelter	Cost	Group Size
#1 Dr. Meyer- Enclosed shelter w/ Restrooms- needs a key (10@8ft tables/35 chairs) Includes Stove & Refrigerator, AC/Heat	\$75	65 – 75
#2 E. Keepers- Attached Bathrooms	\$60	80 – 110
#3 Earl Anderson	\$50	65 – 75
#4 Charles Lawrence	\$50	75 - 100
#5 Robert Retrum	\$50	75 - 100
#4&5 Lawrence & Retrum	\$90	150 - 200
#6 B.I. Pippin	\$50	65 – 75
#7 Glenn Ferguson	\$50	65 – 75
#8 Lions- North Park Diamonds	\$50	65 - 75
#8 Lions w/ Concession Stand	\$75	75 - 100
#9 Joan Woodman Orton McCollum Foundation- Veteran’s Memorial Pavillion	\$50	50 - 100
#10 Don Klingaman @North Park Pond	\$50	65 – 75
#11 Carl Chellevoid (Hwy 80 N / Industrial Drive) @Lions Park	\$50	65 - 75
#12 RCHS Class of '68- Hornet Hive @Old Mill Pond Park	\$60	40 - 50

*The Meyer building requires a key & can be picked up & dropped off in the office, Monday-Friday, 8:00am-5:00pm. It will cost \$25 if you need to get the key not picked up during office hours.

Ballfield Usage: (All monies go towards Parks or Shelter improvements)

Ball Diamond	Cost
<p>Krouskop Park (use of one / all diamonds or fields)</p> <ul style="list-style-type: none"> Softball – East #5 or West #6 Diamonds Soccer Field (U10) Football Field <p>North Park (use of one / all diamonds or fields)</p> <ul style="list-style-type: none"> Softball/Baseball - Kiwanis West #1, Kiwanis East #2, Little #3, Big #4 Soccer – (U14, U12, U10, U8’s) 	<ul style="list-style-type: none"> Seasonal Activity: Organized Youth Group \$2 per participant (max \$5 per family) Adult Leagues – 10 (max)participants \$5 each (max \$60 per team) Weekend Tournament Fundraiser: \$50 ½ day, \$100 Full day, \$100 Weekend. (Includes Concession Stand-Lions) Weekday \$50 Daily Use: (Family or Picnic Group) \$25 Special Event: (Wedding, Anniversary, Large Picnic with Tent) \$50 \$20 Light usage.

Please circle the date or dates you will be using the facilities

2019

April							May							June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						
July							August							September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					
October							November							December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				