

2022 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: _____
Contact 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?

- Are you a Non-Profit group or are you doing a fundraiser? YES / NO (25% off) Form 501(c)3
- 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. Digger's Hotline may need to be contacted 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 14 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 Parks & Grounds Superintendent 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 Pavilion	\$50	50 - 100
#10 Don Klingaman @North Park Pond	\$50	65 – 75
#11 Carl Chellevoid (Hwy 80 N / Industrial Drive) @Lions Park (no water available, electric only)	\$50	65 - 75
#12 RCHS Class of '68- Hornet Hive @Old Mill Pond Park	\$60	40 - 50
#13 Rotary Shelter @South Wedgewood Park (no water available, electric only)	\$50	65 - 75

*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 \$3 per participant (max \$6 per family) Adult Leagues – \$75 per team Weekend Tournament Fundraiser: \$50 ½ day, \$100 Full day, \$150 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.

2022 Please circle the date or dates you will be using the facilities.

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