

Facility Reservation Request

THIS IS A REQUEST ONLY - All requests with respective forms will be reviewed manually for approval. Requests are processed in the order they are received.

ONLINE REQUESTS are received and logged immediately. To verify that your request has been successful, look for "Checkout Complete" message to appear on your screen and receipt of reservation confirmation email. Additionally, please note that approval process is manual, please allow 2 business days for response to your request.

CITY OF PORT WASHINGTON PARK POLICIES - It is required that all applicants have reviewed and are aware of all park policies.

Residency

City of Port Washington Resident (Required):

(Select only one option)

- No Yes

Reservation Details

Facility / Location Requesting (Required - Select at least one option):

- | | |
|---|--|
| <input type="checkbox"/> Upper Lake Park - Picnic Area 1
(Resident/NonResident \$50/\$100) | <input type="checkbox"/> Upper Lake Park - Picnic Area 2
(Resident/NonResident \$50/\$100) |
| <input type="checkbox"/> Upper Lake Park - Picnic Area 3
(Resident/NonResident \$50/\$100) | <input type="checkbox"/> Upper Lake Park - Picnic Area 4
(Resident/NonResident \$100/\$200) |
| <input type="checkbox"/> Upper Lake Park - Picnic Area 5
(Resident/NonResident \$100/\$200) | <input type="checkbox"/> Upper Lake Park - Picnic Area 6
(Resident/NonResident \$300/\$500) |
| <input type="checkbox"/> Veterans Memorial Park Shelter
(Resident/NonResident \$200/\$400, add Bandshell \$75/\$100) | <input type="checkbox"/> Veterans Memorial Bandshell & Greens
(Resident/NonResident \$150/\$250, add Shelter \$125/\$250) |
| <input type="checkbox"/> Coal Dock Park Great Lawn
(Resident/NonResident \$100/\$200) | <input type="checkbox"/> PWSB Centennial Pavilion @ Rotary Park
(Resident/NonResident \$150/\$300) |
| <input type="checkbox"/> Kolbach Park Shelter
(Resident/NonResident \$75/\$150) | <input type="checkbox"/> Hill School Park Shelter
(Resident/NonResident \$100/\$200) |
| <input type="checkbox"/> Municipal Ball Field - per game
(Resident/NonResident \$40/\$60 per game) | <input type="checkbox"/> Rec Center
(Resident/NonResident \$120+\$40 / \$175+\$40) |

Organization:

Lions Club, Kiwanis, Girl Scouts, Etc...

Type of Activity:

Family Reunion, Birthday Party, Wedding, Meeting, etc.....

Facility Reservation Request

Event Date (Required): _____
mm/dd/yyyy

Arrival Time - Estimated (Required): _____

Departure Time - Estimated (Required): _____

Attendance # - Estimated (Required): _____

Will amplified music be played? (Required):

(Select only one option)

No.

Yes. I understand and agree to abide by Amplified Music policy. I have also provided a description of amplified music request below in the area provided.

Will large tents/bounce house be placed on site? (Required):

(Select only one option)

No.

Yes. I understand that a Certificate of Liability Insurance is required 30 days prior to the event and I agree to abide by Tents & Inflatables policy . I will provide a detailed placement map to assist city staff and Digger's Hotline to accurately prepare the site for staking and will describe my request below in the area provided.

Description Area Amplified Music / Tents / Bounce House:

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Fermented Malt Beverage/Wine

SELLING fermented malt beverage/wine? Malt beverage/wine may not be SOLD in any park or facility without permission of the City Clerk. Authorized groups selling malt beverage/wine must also obtain a temporary Class "B" license, available on the City of Port Washington website portwashingtonwi.gov (Required):

(Select only one option)

- No
- Yes - I understand that a temporary Class B License is required to SELL fermented malt beverage/wine. I have already or I will obtain approval and license at the City Hall.

SERVING fermented malt beverages/wine? (Required):

(Select only one option)

- No.
- Yes. Please sign below for FERMENTED MALT BEVERAGES/WINE PERMIT (see below). No additional fee.

FERMENTED MALT BEVERAGES/WINE PERMIT 1)A permit shall be valid for one (1) day only.2) A permit shall be valid only for the person(s), date, time and location indicated in the permit.3)A permit shall not be transferable to another person or to another park location.4)Applicant/Permittee and all persons who possess or consume beer/wine within a park or public grounds must be of Wisconsin legal drinking age (age 21).5)No permit shall be issued to an applicant who is, or appears to be, under the influence of an intoxicant or other drug at the time the application is submitted.6)Applicants must provide a valid photo I.D which verifies their name, date of birth, and residence.7)A permit shall be kept on the permittee's person and displayed to a police officer upon request.8)Permittee must remain in the park/public grounds whenever beer/wine is possessed or consumed by permittee or a person present at permittee's invitation.9)In addition to other penalties provided by law, a permit shall be revocable by a police officer whenever the officer reasonably suspects that a permittee, or a person present at the permittee's invitation, is behaving in a disorderly or unlawful manner.10)No permit shall be issued within two (2) hours prior to park closing time.11)Permittee shall leave the park, public grounds and facility in a clean and orderly condition.12)Permittee shall indemnify the City for any damages to persons or property resulting from the possession or consumption of any alcohol beverages within the park, public grounds or facility by permittee, or by a person present at permittee's invitation. I understand and agree to abide by the above Permit terms and conditions, will instruct my group/invitees of the same, and ensure that they abide by them.

SIGN HERE X (agreeing to FERMENTED MALT BEVERAGES/WINE PERMIT conditions above): _____

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Add-On Fees

Each facility reservation **INCLUDES** a pre-determined number of garbage cans and picnic tables. See facility description for details. Example AREA 5 INCLUDES (3) Garbage Cans and (10)Picnic Tables. Request any **ADDITIONAL** units needed here:

- | | |
|---|--|
| <input type="checkbox"/> \$25 BRONZE - up to 5 additional units of each (garbage cans / picnic tables) | <input type="checkbox"/> \$50 SILVER - 6 to 12 additional units of each (garbage cans / picnic tables) |
| <input type="checkbox"/> \$125 GOLD - up to 20 additional units of each (garbage cans / picnic tables) AND/OR large tent/bounce house staking | |

of Additional Garbage Cans: _____

of Additional Picnic Tables: _____

Rec Center Tumbling Set - \$30 (Required):

(Select only one option)

- | | |
|-----------------------------|---|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes - \$30 will be added to the reservation fee for use of the tumbling set during the Rec Center Rental |
|-----------------------------|---|

Permit Changes - \$26:

Plan carefully. Once your permit has been issued, any changes to the permit will incur a \$26 change fee. (Examples of changes: date, location, large tent, ect...)

- \$26 per change.

Liability Waiver

I, the undersigned, am 18 years of age or older, and understand and agree to abide by the City of Port Washington Parks & Recreation Department's Policies and Procedures (included on the reverse side of this form) for rental of park areas and facilities. I am aware that in renting a park area or facility for use by myself and/or other persons whom I invitee or allow to participate, I expressly assume all risk and legal liability and am waiving and releasing all claims for injuries, death, damages or losses which I and/or my invitees or participants may sustain as a result of such rental, event or activity (including, but not limited to, transportation services/vehicle operation, when provided). I do hereby fully release and discharge the City, its employees, officers, agents and sponsors from any and all claims for injuries, death, damages or losses that my minor child/ward or I may have or which may accrue to me, my minor child/ward, my family, my estate, my heirs and/or assigns, arising out of my rental or use of the park, public grounds, or facilities. I will instruct my group as to these Policies, Procedures, rules, terms and conditions of use, and ensure that they comply with the same.

Today's Date (Required): _____
mm/dd/yyyy

Applicant Signature (Required): _____

Facility Reservation Request

Below this Line: RECREATION DEPARTMENT ADMINISTRATION ONLY

Reservation Fee \$: _____

Payment Type (Cash, Check # or Credit Card): _____

Payment ID #: _____

Date: _____
mm/dd/yyyy

Received By: _____