



GREENFIELD CITY HALL
2ND FLOOR, RM 200
 7325 W. Forest Home Avenue
 Greenfield, WI 53220-3356

OFFICE HOURS
 Monday-Friday 9:00 AM-6:00 PM

TELEPHONE
 (414) 329-5370

FAX
 (414) 543-2369

ONLINE
www.greenfieldwi.us/parksrec

E-MAIL
parksrec@greenfieldwi.us

Check payable to
City of Greenfield



January 2013

PARK RESERVATION APPLICATION

Only accepted when accompanied with all fees due and signed.
 The person signing this is responsible for the coordination and supervision during desired usage.

- Please print clearly or type -

Name of Group: _____

Name (First & Last) _____

Address _____ **City** _____ **Zip** _____

Cell Phone (____) - _____ **Alt. Phone** (____) - _____

Email _____

I/our group (renter) have read, understand, and agree to abide by the outlined "Picnic/Special Gathering Policies, Guidelines and Procedures" and "renter" agrees to indemnify, defend, and hold harmless, the City of Greenfield, its officers and employees, from and against all loss or expense including costs and reasonable attorney's fees and/or liability for damages for personal injury and property damage to the extent caused by any negligent or willful act or omission of renter.

Falsification or misrepresentation could constitute an automatic loss of damage deposit and/or cancellation of event (or any other policy procedure).

I HEREBY ATTEST THAT THIS COMPLETED APPLICATION IS A TRUE STATEMENT OF DESIRED USAGE AND IS REPRESENTATIVE OF THE INDICATED GROUP/ORGANIZATION/AFFILIATION (if any).

Signature **X** _____ **Today's Date** ____ / ____ / 20____

DATE(S)

1st Choice: Month _____ Date _____, 20____ Day _____

2nd Choice: Month _____ Date _____, 20____ Day _____

TIME (Staff will open & close for your specified time. Indicated time should reflect set-up and clean-up)

Starting _____ AM/PM Ending _____ AM/PM (Park closes at 10:00 PM)

TYPE OF ORGANIZATION/GROUP

Family Event Church School Service Organization

Company/Commercial Other: _____

PURPOSE OF GATHERING

Birthday/Anniversary/Family Reunion Picnic Special Event

Other: _____

AREA REQUESTED

Shelter - North Shelter - South Gazebo

Special request needs: _____

ESTIMATED ATTENDANCE _____

NOTE: Events over 200 persons will require Parks & Recreation Board/Common Council approval.

PLEASE ANSWER THE FOLLOWING (✓)

Will admission be charged? Yes No

Sales of any kind? Yes No

Collect donations? Yes No

If **YES**, to any of the above, Parks & Recreation Board/Common Council approval required. (PGP Section 11)

AMUSEMENT/SPECIAL EQUIPMENT

Please (✓) all that apply

- Pony Rides Petting Zoo Carnival/Festival Rides
- (Above requires prior Park & Recreation Board/Common Council approval)*

- Inflatable Bounce House* (additional \$25 fee) —
Renter must provide generator and sand bags
- Tent (Size ___'x ___')* (additional \$25 fee)

(*) LIABILITY INSURANCE *(refer to PGP Section 12)*
 A minimum of \$1,000,000 in liability insurance with the City of Greenfield as co-insured is required. A certificate of insurance must be provided to our office Ten (10) days prior to your event.

Please note any other **amusement/equipment** we should be made aware of?

DO YOU DESIRE TO DISTRIBUTE BEER/WINE AT THE GATHERING?

- YES NO

IF **YES**, read and understand the permit terms below and sign if acceptable.

- BEER/WINE DISTRIBUTION PERMIT -

The gathering shall be a private affair, not open to the public, and not advertised publicly in any manner. No charge for beverages shall be made to the guests, and no beverages shall be distributed to any persons under 21 years of age. Only beer/wine cooler distribution is allowed *(i.e. no hard liquor)*. No intoxicating or alcoholic beverage shall be dispensed or be in possession of any person on the premises after 10:00 PM (park closing). A copy of this permit is sent to the police department.

X _____
 Signature Date

Sale of beer/wine coolers requires a special liquor license and approval of the Common Council, (inquire with the Director of Parks & Recreation)

FEES/CHARGES DUE AT TIME OF APPLICATION

Please refer to "Permit Fees & Charges" and "Policies, Guidelines, and Procedures" attachments

Please (✓) all that apply

- Greenfield Resident Non-Resident

SHELTER - NORTH

- Outside Shelter (only) \$ _____
(1-6 Hours / includes 12 tables (seats 8 per table))
- Outside Shelter with **inside Serving Area**
(Includes kitchen/refrigerator)..... \$ _____
- Electrical Use *(optional)*
("outside" outlets) \$12..... \$ _____

SHELTER - SOUTH \$ _____
(Includes 12 tables (seats 8 per table) / serving area, refrigerator & electric)

GAZEBO (1-6 Hours) \$ _____
(Includes electric & seating for approx. 24/4 tables)

Security Deposit *(Charge Card Only)* **\$100.00**

EXTRA'S

- Beer/Wine Distribution Permit** (\$10)..... \$ _____
- Additional Hours**
___ @ \$25 Resident / \$37.50 Non-resident = \$ _____
- Picnic Tables** ___ @ \$10 each = \$ _____
(Table seats approx. 8)
- Amusement/Special Equipment**
Inflatable Bounce House / Tent \$25 \$ _____

TOTAL \$ _____

Payment Method: (✓)

- Check *(Payable to: CITY OF GREENFIELD)* Credit Card *(circle)*   

Exp. Date ___ / ___ Card # _____

Print Card Holder Name: _____

Signature: **X** _____

Department Use Only

Amt. rcvd: _____ Check Cash Credit
 Date rcvd: _____ Permit # _____

PICNIC/SPECIAL GATHERING POLICIES, GUIDELINES, & PROCEDURES (PGP)

- 1) **ELIGIBILITY/DEFINITION OF RESIDENT USER**
Type of Group/Requirements
 - **General** - Minimum of 50% City of Greenfield residents
 - **Company/Commercial** - If Greenfield business, or corporate headquarters located in Greenfield, no minimum residency requirement for regular employees and families of that business only. If non-Greenfield business, company must have minimum of 50% employees at the company are City of Greenfield residents.
 - **Church/School/Service Organization (CSSO)** - If Greenfield CSSO, no minimum residency requirement for members of that CSSO only. If non-Greenfield CSSO, membership of the CSSO must be 50% City of Greenfield residents.
 - **Family Based Event** (*i.e. Birthday, Anniversary, Reunion, etc.*) - Minimum residency requirement waived for Greenfield family

Proof of eligibility by written verification of membership or employee list may be required of groups or organizations in the City, and is required when they are from outside the City.

Falsification or misrepresentation of resident/non-resident status could constitute an automatic loss of damage deposit and/or cancellation of event (or any other policy procedure).
- 2) **APPLICATION/APPROVAL**

Requests for reservations for a calendar year will be accepted beginning the first business day following January 1st of the calendar year. Application must be made by an adult 18 years of age or above, who will assume primary responsibility for enforcing park policies, guidelines, and procedures during the picnic/special gathering. Applications for use will be on a first come, first served basis with all fees due upon application. Telephone reservations will not be accepted. Reservations are granted administratively for groups of 200 or less. Applications involving 201 or more persons require Park & Recreation Board/Common Council approval.
- 3) **RESERVATION SEASON** (*May 1-October 31*)

Seven (7) working days prior to the reservation date are required for processing applications. No reservations are accepted for Memorial Day weekend and the 4th of July.
- 4) **REFUNDS/CHANGE OF DATE**

In case of cancellation, permit fee can be refunded **ONLY IF**, at least **TWO (2) WEEKS** prior to reservation date, written request and original permit are received by the Parks & Recreation Office. A \$4 service fee, original permit and written request are required to change a reservation. Refunds are not issued due to unfavorable weather conditions, but you can reschedule during the current season. Refund will be issued only if park is closed.
- 5) **MUNICIPAL/COUNTY ORDINANCES**

User permit is subject to all municipal and county ordinances in addition to all rules and regulations governing parks and parkways and can be terminated immediately at the discretion of the Greenfield Parks & Recreation Department, Greenfield Police Department and/or Milwaukee County Sheriff's Department if the terms of the application are violated or when public safety is threatened.
- 6) **DAMAGES/ADDITIONAL EXPENSES**

Group and responsible person will be billed for damage to park property, excessive cleanup costs, or for significantly underestimating attendance. All or part of the security deposit submitted may be retained to cover stated damages/expenses. An additional charge may be assessed if security deposit does not adequately cover the cost of said damages/expenses.
- 7) **BEER/WINE COOLER DISTRIBUTION (ONLY)**

Is permitted in the reservation area when a valid permit is procured (*please see "Application for Picnic/Special Gathering Reservation"*). There is a \$10.00/event permit fee.
- 8) **ELECTRICITY**

Caution is advised when using electrical service. All outlets are 20 amp circuits and can easily be overloaded. Electrical use is charged on an hourly basis (please see "Permit Fees & Charges").
- 9) **AMPLIFICATION EQUIPMENT:** Requires special use authorization by the Park & Recreation Board (contact the Director of Parks & Recreation). The use of radios is permitted; common courtesy is requested when selecting a volume level.
- 10) **ADJACENT FACILITIES/PARKING**

Parking lot, restrooms, playground, pay phone, vending machines, and ball diamonds are open to all park patrons, **NOT EXCLUSIVE TO THE PERMIT HOLDER**. Vehicles **cannot** be parked in the reservation area. **KONKEL NORTH** —to unload/load supplies, use roadway nearest diamonds to avoid pedestrian traffic. Separate permit can be obtained for exclusive use of ball diamonds and sand volleyball courts.
- 11) **ADMISSIONS/SALES/DONATIONS**

If you plan to charge admission, have sales of any kind, or collect donations, special use authorization (contract) through the Park & Recreation Board/Common Council will be required. Please contact the Director of Parks & Recreation for further information. This includes sale of food and beverages; tickets for rides, games, raffles or door prizes, novelty items, t-shirts, etc. Notify the Parks & Recreation office immediately if you plan to have sales or collect donations.
- 12) **TENTS / INFLATABLE BOUNCE HOUSE**

Are permitted only in DESIGNATED AREAS when group has obtained an insurance liability certificate. Contact the Parks/Facilities Supervisor for location of designated areas. Tents/ may only be set up on the day of the reservation and must be removed the same day. Use of tent(s) and/or inflatable bounce house require a certificate of \$1,000,000 liability insurance coverage with the City of Greenfield as co-insured within ten (10) days prior to event. Renter must provide generator & sand bags when using an inflatable bounce house. Charges will be assessed for damages incurred during the setup and/or removal of tents.
- 13) **DOGS/OTHER ANIMALS**

For the enjoyment of all park patrons, where posted, dogs and other animals are **NOT** permitted in the park. In designated areas, dogs or other animals must be on a maximum six- foot leash.
- 14) **GRILLS**

No grills (*other than the stationary grill located on the west side of the shelter*) are provided by the Parks & Recreation Department. Please coordinate your use of personal grills and proper disposal of any coals/debris with the Parks/Facilities Supervisor.
- 15) **DECORATIONS**

Use decorations that will not cause damage to park property. Masking tape on painted surfaces is prohibited. Silly String aerosol sprays or confetti-type materials are also prohibited and the use of such may result in the forfeiture of your deposit. Please coordinate your use of decorating materials with Parks/Facilities Supervisor.
- 17) **SEVERE WEATHER**

It is your responsibility to monitor weather to insure your own safety – our shelters are not intended to protect you from severe weather.



City of Greenfield Department of Parks & Recreation

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 www.greenfieldwi.us/parksrec

PICNIC/SPECIAL GATHERING FEES & CHARGES

- **Rates** are for period of **1-6 hours**
 (This includes allotted time to set-up & clean-up)
- **Non-resident (NR)**
 Will be accessed a 50% surcharge of total fees.

Konkel Park - North

Group Size	Outside Shelter Area (Only)	W/Inside Serving Area (includes refrigerator)
1-40	\$60 / \$90 NR	\$90 / \$135 NR
41-100	\$120 / \$180 NR	\$170 / \$255 NR
101-150	\$160 / \$240 NR	\$260 / \$390 NR
150-200	\$200 / \$300 NR	\$390 / \$585 NR

Optional

Electrical Use "outside" outlets (daily fee)\$12

Konkel Park - South

Includes electric and inside serving area with refrigerator
 12 tables (seats 8 per table)

Group Size	
1-40\$90 / \$135 NR
41-100\$170 / \$255 NR
101-150\$260 / \$390 NR
151-200\$390 / \$585 NR

Gazebo\$25 / \$37.50 NR
 Includes electric & seating for approx. 24 (4 tables)

Security Deposit — Refundable (refer to PGP Section 6)
 (Charge Card Only)**\$100.00**

AMUSEMENT/SPECIAL EQUIPMENT*
 Inflatable Bounce House and/or Tent\$25

(*) LIABILITY INSURANCE (refer to PGP Section 12)
 A minimum of \$1,000,000 in liability insurance with the City of Greenfield as co-insured is required. A certificate of insurance must be provided to our office ten (10) days prior to your event

OPTIONAL

- **Beer/Wine Cooler Distribution (only)** \$10
- **Extra Picnic Tables** (seats 8)\$10 (each)
- **Additional Hour(s)**\$25 /\$37.50 NR (per hour)

Notes:

- Event size maximum: 200 persons
 (Events that exceed 200 persons require Park & Recreation Board and Common Council approval / may require a formal contract & dictate special/additional fees/charges)
- Restrooms, soda machines will remain open for public use during the permitted event.

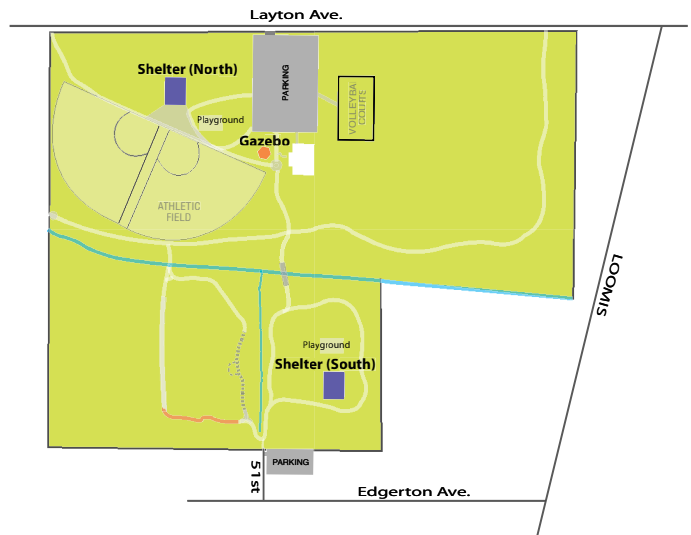
Return Completed Application

Mail: City of Greenfield Parks & Recreation Department
 7325 W. Forest Home Ave, Room 200
 Greenfield, WI 53220

Faxed: (414) 543-2369

Email: parksrec@greenfieldwi.us.

All fees (including security deposit and reservation fees) must be paid at time of application.



- Resident (schools located in Greenfield) public/parochial school groups will be FREE with approved permit; NON-RESIDENT school groups will be charged 50% of the resident rate based on group size (outside shelters only).
- Businesses located in Greenfield would be considered a resident.
- Groups/Teams with 50% of Greenfield residents or sponsored by City of Greenfield would be defined as a resident.