



**BERLIN PARKS & RECREATION**  
 108 N. Capron Street, P.O. Box 272, Berlin, Wisconsin 54923  
 (920) 361-5437 (KIDS) E-mail: parkandrec@cityofberlin.net  
**PARK SHELTER USE AGREEMENT**

Day of use: \_\_\_\_\_ Date of use: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Number Attending: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Person Applying: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Telephone: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Are you planning for Sound Devices? YES NO Circle one: (Band, D.J., portable stereo, etc.)

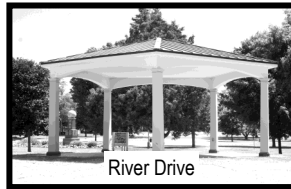
Special Requests: \_\_\_\_\_



[ ] Shelter house #1 (North) @ Riverside  
 4 serving tables, 50 regular tables

(1 Nesco per outlet PLEASE)

**CHECK ONE**



[ ] Veterans Gazebo @ Riverside  
 (w/electric)



[ ] Shelter house #2 (South) @ Riverside  
 4 serving tables, 20 regular tables



[ ] North Ball Diamond @ Riverside  
 3 tables - extras are \$5/per table \*With 4 table max  
 Please note: A reservation for this shelter house does not include the ball diamond. The ball diamond may have scheduled games



[ ] Gazebo @ Nathan Strong  
 (Weddings only)

See # 5 on back, under Reservation Procedures for further information

<b>FEE SCHEDULE</b> Prices are per day <b>PLUS \$100 Deposit Fee</b>	<b>Monday - Thursday</b>	<b>Weekend/Holiday up to 99 guests</b>	<b>Weekend/Holiday 100 + guests</b>
<b>Riverside Park North Shelter #1</b> <b>Riverside Park South Shelter #2</b>	<b>\$50 Resident</b> <b>\$80 Non-Res</b>	<b>\$85 Resident</b> <b>\$140 Non-Res</b>	<b>\$100 Resident</b> <b>\$170 Non-Res</b>
<b>Nathan Strong Park Gazebo (Weddings Only)</b>	<b>\$35 Resident</b> <b>\$60 Non-Res</b>	<b>\$50 Resident</b> <b>\$90 Non-Res</b>	<b>Not Applicable</b>
<b>Riverside Park North Diamond Shelter</b>	<b>\$40 Resident</b> <b>\$60 Non-Res</b>	<b>\$55 Resident</b> <b>\$80 Non-Res</b>	<b>Not Applicable</b>
<b>Veterans Gazebo</b>	<b>\$35 Resident</b> <b>\$60 Non-Res</b>	<b>\$50 Resident</b> <b>\$90 Non-Res</b>	<b>Not Applicable</b>

The undersigned hereby agrees to be responsible for compliance to all ordinances, rules and regulations of the City of Berlin and the Park & Recreation Department as written on the back of this page. The undersigned hereby agrees to release, hold harmless, and indemnify the city from and against any and all liability for property damage or injury incurred by the applicant, employee, agent, customer or other third party related to or arising out of the permitted use. Further the city may require proof of insurance or bond from applicant if deemed necessary.  
 (Please consult with Park & Recreation Director for details)

\_\_\_\_\_  
 Signature of Applicant Date

<b>OFFICE USE ONLY</b>	
Rental Fee \$ _____ + \$100 Deposit = _____	Check # _____ Approved by _____ Date _____

Original copy goes to the Customer, 1 copy to the Parks Department, and 1 copy to the Recreation Department

# **BERLIN PARKS & RECREATION**

## **Reservation Procedures**

Pavilion rental generally is on a first-requested, first-reserved basis. Applicants seeking exclusive use of any Park must apply a **minimum of 45 days** prior to any event.

Reservations may be made as early as 2 years prior to a proposed exclusive use, but not earlier. (See ordinance #01-16 subsection 50-74 for detail) Precedence is given to yearly city events as well as past ball-diamond usage per teams' use of diamonds.

1. **All rentals require a \$100 refundable deposit and payment of reservation fee (due at time of reservation). Payments should be made payable to "City of Berlin". Deposits will be returned after event upon verification of condition of facility.** In the case of damage to facilities, or if facilities are left in an unacceptable condition, the deposit will not be returned. If moved - Tables MUST be placed back in original location.
2. Resident fees refer to individuals who reside or own and operate a business within the City Limits of Berlin.
3. North Ball Diamond Shelter does not include the ball diamonds. Gazebo reservation includes use of the Gazebo and electricity.
4. Shelter house reservation fee may include picnic tables, serving tables, electricity, water, and use of restrooms, dependent upon pavilion rented. The parks department staff will clean tables, sweep and/or wash floors, make sure electrical is in working order, clean/sanitize and stock restrooms, and empty garbage cans for your use. Extra garbage bags are the responsibility of the applicant. Park restrooms are public and will be used by the public and may get some normal use prior to and/or during your reservations.
5. If you notice a problem with a shelter, please contact the Parks Department 361-5437 during the day. On evenings and weekends or if no one is available at the Parks Department, please contact Berlin Police Department at 361-2121, and they will page the park duty person to address your request.
6. Cancellations for a full return of rental deposits must be made no later than six (6) weeks before requested reservation date.

## **Rules and Regulations**

1. **No motor vehicles** allowed on grass or out of designated parking areas. (ord. 50-72 (9))
2. **No glass bottles or containers** are allowed in the Parks. (ord. 50-72 (12))
3. **Pets are not allowed in any park** with the exception of Riverside Park. Dogs are allowed in Riverside Park provided that they are leashed and owners properly clean up after their pet. Pets are not allowed in or near any of the shelter house facilities or on any athletic fields within Riverside Park. (ord. 50 - 72 (20))
4. **Alcohol is not allowed in any park with the exception of Riverside Park.** Groups may carry in alcohol for private events. Groups selling alcohol as part of their event must apply for and be approved for a **Temporary Class B Liquor License** if eligible (must be a non-profit group). Application is available through the City Clerk's office. (361-5400).(ord. 6-41 and 6-42)
5. **Fires are not allowed** in any park except in designated areas. (ord. 50-72 (7))
6. **Do not tape, tack, or nail** any material to any part of the shelter houses. (ord. 50-72(3))
7. **Parks close at Midnight.**
8. **No firewood may be brought into the Berlin Parks or Campground**