

## BERLIN PARKS FACILITIES OFFICE

142 Water St, Berlin, Wisconsin 54923 (920) 361-5422

E-mail: parkandrec@cityofberlin.net

### PARK SHELTER USE AGREEMENT

North Shelter house #1



South Shelter house #2



Nathan Strong Gazebo



Veterans Gazebo



North Ball Diamond Shelter house

Please see next page for location specific information.

Check <input checked="" type="checkbox"/>	FEE SCHEDULE Prices are per day (+\$100 Deposit)	Monday - Thursday	Weekend/Holiday up to 249 guests	Weekend/Holiday 250 + guests
	<b>Riverside Park North Shelter #1</b>	\$75 Resident \$100 Non-Res	\$100 Resident \$150 Non-Res	\$150 Resident \$200 Non-Res
	<b>Riverside Park South Shelter #2</b>	\$75 Resident \$100 Non-Res	\$100 Resident \$150 Non-Res	\$150 Resident \$200 Non-Res
	<b>Nathan Strong Park Gazebo (Weddings Only)</b>	\$75 Resident \$100 Non-Res	\$100 Resident \$150 Non-Res	Not Applicable
	<b>North Ball Diamond Shelter</b>	\$75 Resident \$100 Non-Res	\$100 Resident \$150 Non-Res	Not Applicable
	<b>Veterans Gazebo</b>	\$75 Resident \$100 Non-Res	\$100 Resident \$150 Non-Res	Not Applicable

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

Number Attending: \_\_\_\_\_ Type of Event: \_\_\_\_\_ \*Earliest Reservation Time is 8am

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

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

Print Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Sound Devices? YES NO

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

If different - return deposit to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State/zip \_\_\_\_\_

*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).*

By checking this box, I certify I have read page two's information.

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

OFFICE USE ONLY

Rental Fee \$ \_\_\_\_\_ + \$100 Deposit = \_\_\_\_\_

Check # \_\_\_\_\_ Approved by \_\_\_\_\_ Date \_\_\_\_\_

Picnic License Applied

Deposit Return  Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

Cleaning Check List Returned  Date \_\_\_\_\_

### Reservation Procedures:

Pavilion rental generally is on a **first-paid**, first-reserved basis. Parks are available for rental from May 15 to October 15. 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 (one deposit required per location rented) 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. If you do not receive your deposit within 14 days please call 920-361-5422.** 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. All event materials must be cleaned up and cleaning check list completed for deposit to be returned. Please bring your own cleaning items.
2. Resident fees refer to individuals who reside or own and operate a business within City Limits of Berlin.
3. Shelter house reservation fee may include picnic tables, serving tables, electricity, water, and use of restrooms, dependent upon pavilion rented. See below for location specific information. 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.
4. If you notice a problem with a shelter, please contact the Parks Facilities office 361-5422 during the day. On evenings and weekends or if no one is available at the Parks office, please contact Berlin Police Department non-emergency at 361-2121, and ask them to page the park duty person to address your request.
5. Cancellations for a full return of rental deposits must be made no later than six (6) weeks before the requested reservation date.

### LOCATION SPECIFIC INFORMATION

LOCATION	ADDRESS	ITEMS AVAILABLE	ADDITIONAL INFORMATION
Shelter House #1 (North)	455 River Drive	Electricity, 4 serving tables, 50 picnic tables	
Shelter House #2 (South)	217 W. Cumberland Street	Electricity, 4 serving tables, 20 picnic tables	
North Ball Diamond Shelter House	501 River Drive	Electricity, 3 tables total	Rental does NOT include Ball Diamond. Four additional tables available at \$5/per table.
Veteran's Gazebo	River Drive in Riverside Park	Electricity	
Nathan Strong Gazebo	201 E. Huron Street	Electricity	For Weddings Only

### Rules and Regulations for ALL locations:

1. **Only one (1) Nesco or cooking/heating item per outlet.**
2. **No motor vehicles** allowed on grass or out of designated parking areas.
3. **No glass bottles or containers** are allowed in the Parks.
4. **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.
5. **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).
6. **Fires are not allowed** in any park except in designated areas.
7. **Do not tape, tack, or nail** any material to any part of the shelter houses.
8. Parks are closed from 12:00am to 7:00am.
9. **No firewood may be brought into the Berlin Parks or Campground Areas.**
10. Events hosting more than 250 people will be required to have two additional portable restrooms, and are responsible for disposing of any additional garbage that they acquire.
11. Events hosting more than 500 people will be required to have four(+) additional portable restrooms and are responsible for disposing of any additional garbage that they acquire. Possible options include dumpster.



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### PARK SHELTER USE AGREEMENT

## After Event Cleaning Checklist

- Cleaning must be concluded by 12am
- All garbage must be cleaned up and moved out
- Leftover food must be removed and properly disposed of
- Clear and clean all tables and picnic tables (tops and benches) of spills, trash, cups, etc.
- Pick up area surrounding shelter house of any litter, garbage, etc. and dispose of properly
- Clean up any spills or garbage on the floor
- All decorations must be removed

By Signing this form, I certify that I have read the After Event Cleaning Checklist and that I am aware of the requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date