

PARK AND RECREATION BOARD AGENDA
MONDAY FEBRUARY 3, 2025
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

Call to Order

Public comments for those items not included on this agenda: (Please be advised the Park and Recreation Board will receive information from the public for a three-minute time period per person with time extensions per the Park and Recreation Chairperson's discretion. Be it further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.)

1. Consideration of a motion to approve the Park and Recreation minutes of the January 6, 2024, meeting.

Recreation –

2. Discussion and consideration for Special Event permit for Kiwanis Bark River Bash.
3. Discussion and consideration for Special Event permit for Hartland Kids Day.

Public Works –

4. Presentation of ECOS Committee 2025 projects.

Other Items for Consideration

5. Discussion on future Beer Garden and Village Board possible closed session to discuss at their meeting.
6. Announcements: It is not contemplated that these matters will be discussed or acted upon and may include items for future consideration. The following individuals may provide announcements: Park and Recreation Board members or other Village Staff members.
7. Adjourn
Deidre Bushéy
Deputy Clerk

Notice: Please note that upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Village Clerk, at (262)367-2714. The Municipal Building is handicap accessible.

PARK AND RECREATION BOARD MINUTES
MONDAY JANUARY 6, 2025
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

Present: Tim Hallquist, Shaunta' de Boer, Kathy Van Thiel, Randy Ferrell, Nick Miller, Rick Conner, and Craig Eisenhut.

Others: Sara Rennekamp, Tom Jenson, and Leo Jungbluth

7:00 PM Call to Order

Public comments for those items not included on this agenda: (Please be advised the Park and Recreation Board will receive information from the public for a three-minute time period per person with time extensions per the Park and Recreation Chairperson's discretion. Be it further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.)

None.

1. Consideration of a motion to approve the Park and Recreation minutes of December 2, 2024.

Motion (Eisenhut/de Boer) to approve the December 2, 2024, minutes. Carried (7-0).

Recreation –

2. Discussion and consideration for update to the Special Event Permit Application-

Rennekamp explained this came up a few months ago and the change that they want to make is to add that applications turned in sooner than 60 days prior to event are subject to denial by Village staff or the Village board. She said this gives the Park Board and Village Board the right to deny an event if the paperwork is turned in late. She said they would also like to add check boxes for whether it is new or a renewal so if it is a renewal they know what it is about. Brief discussion on the Special Event application.

Motion (Ferrell /Conner) to approve the update to the Special Event Application. Carried (7-0).

3. Discussion and consideration for Special Event Ice Age Habitat Restoration, January 24-25, 2025, with fees waived-

Rennekamp explained that she did receive the paperwork for the restoration project coming up and the staff person that she worked with last time came in late, but she did not communicate the 60-day requirements. Rennekamp said the details are in the paperwork, they will be removing non-native brush from the Hartland Marsh preserve property to enhance hiking. They will be serving lunch and will bring in a port-a-potty in the parking lot. It was stated that DPW is working there right now. It was stated that the Village did donate to the restoration project.

Motion (Ferrell/Eisenhut) to approve the Special Event for Ice Age Habitat Restoration, January 24-25, 2025, with the fees waived. Carried (7-0).

4. Discussion and consideration for Special Event Hometown Celebration, June 26-29, 2025-

PARK BOARD MINUTES
MONDAY JANUARY 6, 2025
7:00 PM
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Rennekamp said a few updates to this annual event. She said they are bringing in a carnival and the event will stretch into Thursday, so it will be Thursday night, Friday night, Saturday afternoon and night and then the parade will be on Sunday. Rennekamp said Bela-Cain will be coming back on Saturday, Mount Olive will be coming on Friday night, and Thursday will be from the Thursday concert series. She said she typically does not book those until Mid-January, so she does not know the band for Thursday yet. She will be going with Beer Capitol for the Miller products for beer. She said there is a slight change for ice. They will not have a trailer like they had last year which was a nightmare and there will not be a bar 2. She said the carnival will replace the Kids zone and we are refining what we have and making t-shirts. Thursday for the Carnival is the p.m. and are scheduled to go until 11pm, but they might shut down early if it is slow. Friday will be 4-11pm and then Saturday will be noon-11pm. A brief discussion on the beer left over from last year and again ordering beer cans this year. Discussion on the possibility of having a band at the bandshell on Sunday after the parade and use the beer garden to get rid of any left-over beer since the Village will be running the beer garden. Rennekamp said they normally take everything down on Sunday because the tent is picked up on Monday morning. Discussion on possibly having band and Beer Garden after parade.

Motion (Eisenhut/de Boer) to approve Special Event Hometown Celebration as described. Carried (7-0).

5. Discussion and consideration for Hometown Celebration expenditures for 2025-

Rennekamp went through the expenditure list.

- a. Not to exceed \$20,000 to Beer Capital due June 30, 2025.
- b. \$19,000 to Five Star Fireworks Co: \$4,095.93 due March 15, 2025, \$14,500 due July 29, 2025.
- c. \$16,383.72 to Area Rental: \$4,095.93 deposit, \$12,287.79 due May 23, 2025.
- d. \$9,000 to Bella Cain: \$1,000 deposit, \$8,000 due on June 28, 2025.
- e. \$3,500 to Mt. Olive on June 27, 2025.
- f. \$3,105 to Port a John on June 26, 2025.
- g. \$1,508 to Home City Ice on June 4, 2025.

Motion (Conner/Van Thiel) to approve the Hometown Celebration expenditures for 2025. Carried (7-0).

Public Works –

6. Discussion and possible consideration of budgeted electrical contract for Nixon Parks new scoreboard and the flagpole light-

Jungbluth stated he and DPW Director Jenson met with four contractors, Lyons, JD electric, Southeast and a fourth one. They will be installing power from the hardball canteen to the original scoreboard post, they will also put a new light in the flagpole. They will also be burrowing underground straight across the field. He said it is the least expensive for the wiring and the shortest route. Regarding the flagpole light, they will put a little patio by the light for the Wall that heals benches and two trash containers to sit on. The benches were taken back to Arrowhead so they could repair them. The contractor is looking to do the boring soon.

Motion (Miller/Eisenhut) to approve the budgeted electrical contract for Nixon Parks new scoreboard and the flagpole light. Carried (7-0).

7. Discussion on Hartbrook and Nixon parks merry go round painting and repair.

Jungbluth said the merry go rounds will be pulled off for winter and they need to be repainted and repaired. He spoke with a powder coat person regarding the small Nixon merry-go-round. It will cost a lot because it would be a lot of prep work because it is galvanized metal with a plastic coat on it. He said he would like to have it powder coated, but it does not seem realistic for our budget. Jungbluth said they will have to take them both off and have someone work on them.

8. Discussion on the budgeted park bubbler replacement-

Jungbluth said they replaced two last year and they are thinking about doing the one at Penbrook this year because it seems to be the most problematic as well as the one at the triangle bathroom. He said they have also been asked to put a new one in at the Beer Garden with a dog dish at the bottom of it, but they are a little more money than what they budgeted for.

Other items for Consideration-

9. Announcements: It is not completed that these matters will be discussed or acted upon and may include items for future consideration. The following individuals may provide announcements: Park and Recreation Board members or other Village Staff members.

None.

- Jungbluth said they are currently working on clearing invasive species at the Cottonwood Wayside by the trail and the retention ponds.
- Jenson – an old tree in Nixon needs to be taken down as it is 85% dead. There will probably be comments on it as it is about a 150-yr old tree, but it is more of a hazard.
- Rennekamp – winter pickleball starts tomorrow at Hartland North and t-ball registration starts in a few weeks.

10. Adjourn -

Motion (Eisenhut/Conner) to adjourn. Carried (7-0).

Meeting adjourned at 7:34 pm.

Respectfully submitted By Recording Secretary,
Deidre Bushey - Deputy Clerk



210 Cottonwood Avenue
 Hartland WI 53029
 262-367-2714 FAX: 262-367-2430
www.villageofhartland.wi.gov

SPECIAL EVENT PERMIT APPLICATION

Permit approved	_____	Date	_____
Permit fees paid	_____	Date	_____
Deposit paid	_____	Date	_____
Deposit returned	_____	Date	_____

FEES ARE NON-REFUNDABLE

APPLICATION AND PERMIT FEES ARE DUE 60 DAYS PRIOR TO YOUR EVENT

ORGANIZATION INFORMATION			
Name of Organization <i>Kiwanis of Greater Hartland, Hartland BID</i>			
Street Address <i>PO Box 444</i>		City <i>Hartland</i>	State <i>WI</i>
Zip <i>53029</i>		Are you a 501(c)3 Organization? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Phone Number <i>262-844-3266</i>			
Event Contact Person (First & Last Name) <i>Jim Muenzenberger</i>			
Address <i>182 Warren Ave</i>		City <i>Hartland</i>	State <i>WI</i>
Zip <i>53029</i>		Day of Event Phone Number <i>262-844-3266</i>	
Email <i>jimuenzenberger@yahoo.com</i>	Phone Number <i>262-844-3266</i>		
If applicant is a partnership, provide names, addresses and phone numbers for all partners. Provide names, addresses and phone numbers for all officers and directors if corporation or members if applicant is a limited-liability company.			

EVENT INFORMATION	
Name of Event <i>Bark River Bash</i>	Date(s) of Event <i>May 3, 2025</i>
Event Start Time <i>8:00am</i>	Event End Time <i>3:00 pm</i>
Location of the Event* <i>Centennial Park and Nixon Park</i>	
Will your event take place in a Village of Hartland Park? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
You MUST attach a detailed map/diagram of your event indicating the specific location and layout for event including vendors, generators, parking, proposed road closures, structures and portable toilets.	
*If you are using a Village Park, you must complete the Park Facility Reservation Application and reserve the park facility prior to getting your special event permit approved by the Village Board.	

OTHER INFORMATION

Generally describe your event and its purpose
 Canoe/Kayak paddle down the Bark River starting at Centennial parking lot and finishing near the playground in Nixon Park. Rubber duck derby from covered bridge (Bark River Greenway) to Nixon Park. Hartland BID to organize vendor booths along Nixon Park path. Beer Garden, music in bandshell.
 Purpose: Community event and fundraiser

Estimated Number of Participants: unknown - weather dependant
 Spectators:
 Vendors:
 Vendors

Will alcohol be sold/served? *If yes, liquor and bartender licenses are necessary under separate application. Unsure, hoping Beer Garden would be open*
 Yes No

Will you be selling/serving food?
Unsure, possibly by the beer garden
 Yes No

Will you have food trucks? *If yes, you will need to obtain Outside Food Vendor Permits under separate application.*
 Yes No

If yes, how many food trucks will be at the event?

Will you be selling merchandise? *If yes, you will need to obtain a Solicitor's Permit under separate application.*
 Yes No

Does the event involve fireworks? *If yes, you will need to obtain a Fireworks Permit under separate application.*
 Yes No

Does the event involve amplified music?
 Yes No

If yes, will the amplified music be a:
 Band DJ

Hours of amplified music: *10:00am - 2:00pm*

Noise is regulated within the Village of Hartland. The Village ordinance states that no person shall make loud noise such as may tend to unreasonably annoy or disturb the peace and quiet of another in the vicinity. Music for special events shall terminate at 9:00 p.m. if the event held Sunday through Thursday and at 11:00 p.m. if the event is held on a Friday, Saturday or holiday weekend.

Is street closure requested?
 Yes No

Hours of street closure:

Diagram for Street Closure Provided?
 Yes No

Will you need barricades provided by the Village for your event?
 Yes No

How many barricades needed for your event?

"Road Closed" signs requested?
 Yes No

Will you be erecting any tents, canopies or other temporary structure(s)? *If yes, You will need to provide a plan for their proposed locations and the Department of Public Works will need to inspect these structures prior to the start of your event. Tents over 400 sq. feet will require inspection by the Building Inspector. Vendors*
 Yes No

Will you be providing portable restrooms and wash stations?
 Yes No

OTHER INFORMATION CONTINUED

If yes, how many will you provide and where will they be located? Also how will solid waste be disposed of?

Will you provide parking for participants? Yes No

If yes, where will parking be available?

Centennial parking lot, street parking, Nixon park parking areas

Will you provide a dumpster/clean-up services? Yes No

If yes, please describe your clean-up and refuse collection plan.

Will the event require additional security? Yes No

Will you have an emergency plan in the event of severe weather? *Event will be cancelled* Yes No

Will the event require first aid and/or emergency responders? Yes No

INSURANCE REQUIREMENTS

The Special Event Sponsor will obtain liability insurance for the event. Proof of this insurance with coverage no less than \$1,000,000, must list the Village of Hartland as an additional insured party and is due no later than 20 days before the event.

Are you able to provide these insurance documents? Yes No

DEPOSIT REQUIREMENTS

For events to held in a Village Park: The applicant may be required to submit to the Village a refundable deposit based on number of attendees (see Park Facility Reservation Application). The deposit shall be refunded to applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Village for loss or cleaning costs. The Village reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within twelve (12) hours after the conclusion of the event.

TERMINATION OF AN EVENT

The Village reserves the right to shut down a special event that is in progress if it is deemed to be a public safety hazard by the Hartland Police Department and/or Fire Department and/or there is a violation of Village Ordinances, State Statutes or the terms of the Applicant's permit. The Village Administrator and/or his/her designee may revoke an approved Special Events Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

By signing this form, the applicant certifies authorization to act on behalf of their organization and hereby agrees to hold the Village, its officers, employees, agents and contractors, harmless against all claims, liability, loss, damage or expense (including but not limited to actual attorney's fees) incurred by the Village for any damage or injury to person or property caused by or resulting directly or indirectly from the activities for which the permit is granted. Any change to coverage requires Village approval. The applicant is responsible for obtaining all necessary reservations, permits and licenses.

James Munzenberg
 Signature of Applicant

1/15/25
 Date

For staff use only

Park/Rec. Board approval, if necessary, on:

 Village Board approval, if necessary, on:

Application forwarded to:
 Administrator
 Building Inspector
 Fire Chief
 Police Chief
 Public Works Director
 Rec Director
 Date: _____

DEPT.	APPROVE	DENY	BY	REASON (if denied)
Bldg. Insp.				
Clerk				
Fire				
Police				
Public Works				
Rec				

Fees

_____ Outside Food Vendors	_____ Special Event Permit	TOTAL FEES _____
_____ Park Facility Fees	_____ Temp. Bartender's	
_____ Solicitor's Permit(s)	_____ Temp. Class B	

All requirements for this special event have been met.

Village Administrator approval _____

 Date

Request that fees be waived.

k Ave

Work



No parking or driving on grass. You may unload in parking lot. Please park in lots by Library or on Goodwin Ave. Marked # on grass should be in front right of tent as you are standing inside it.

Tent Locations

E Park Ave

E Park Ave

Booth #
12' x 12'

FRONT



24
25

9
40



- 26
- 27
- 28
- 29
- 30
- 31
- 32
- 33
- 34
- 35
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- 42
- 43
- 44

5
3

Music

5

1
2

Lake Country Rotary Splash Pad
Kids' summertime outdoor spray park

Nixon

Ice Age Na





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/16/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hylant - Indianapolis 10401 North Meridian St, Ste 200 Indianapolis IN 46290	CONTACT NAME: Lisa Christenson	
	PHONE (A/C, No, Ext): 317-817-5172	FAX (A/C, No): 317-817-5151
E-MAIL ADDRESS: klwaniscert@hylant.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Lexington Insurance Company		19437
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

INSURED
 Kiwanis International, All Clubs and Their Members
 3636 Woodview Trace
 Indianapolis IN 46268

COVERAGES

CERTIFICATE NUMBER: 1271104178

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	013136005	11/1/2024	11/1/2025	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 Liquor Liability \$1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY		013136005	11/1/2024	11/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Self-Insured Retention		013136005	11/1/2024	11/1/2025	All Claims \$150,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 The Certificate Holder and others as defined in the written agreement are additional insured subject to the terms, conditions, and exclusions on the policy with respect to the General Liability only regarding the following Kiwanis event (setup, take down & rain date(s) during the policy term are included).
 May 3, 2025, or any future date(s) during the policy term.
 Canoe/Kayak Run and Duck Derby
 Nixon and Centennial Park Hartland, WI
 Kiwanis Club of Greater Hartland

CERTIFICATE HOLDER**CANCELLATION**

Village of Hartland
 Attn: Sara Rennekamp
 210 Cottonwood Ave.
 Hartland, WI 53029

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Judy K. Wilson

ENDORSEMENT

This endorsement, effective 12:01 AM 11/01/2024

Forms a part of policy no.: 013136005

Issued to: KIWANIS INTERNATIONAL, INC.

By: LEXINGTON INSURANCE COMPANY

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

(Based on CG2026 04/13)

This endorsement modifies insurance provided by the following:

COMMERCIAL GENERAL LIABILITY POLICY

SCHEDULE

Name of Additional Insured Person(s) or Organization(s)

Village of Hartland
Attn: Sara Rennekamp
210 Cottonwood Ave.
Hartland., WI 53029

Information required to complete this Schedule, if not shown above, will be shown in the Declarations

A. Section II - Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III - Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable Limits of Insurance shown in the Declarations;
whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations

All other terms and conditions of the policy remain the same.



Authorized Representative



VILLAGE OF HARTLAND

210 Cottonwood Avenue | Hartland, WI 53029 | 262-367-2714

PARK FACILITY RESERVATION APPLICATION

Organization name (if applicable): Kiwanis of Greater Hartland / Hartland BID

Tax Exempt: No Yes - attach WI Sales & Use Tax Exemption Certificate, form S-211

Point of contact name: Jim Muenzenberger

Phone number: 262-844-3266 Email: jlmuenzenberger@yahoo.com

Address: 182 Warren Ave Hartland, WI 53029

Additional contact: Lynn Muenzenberger

Phone number: 262-844-3265 Email: jlmuenzenberger@yahoo.com

I verify the information provided and agree to the Park Board's policy and Village Ordinances regarding park usage.

[Signature]
Signature

1/15/25
Date

RENTAL INFORMATION

Reservation date: May 3, 2025 Event type: Community event / Fundraiser : Bark River Bash

Arrival time (including set up): 8:00 am Departure time (including clean up): 3:00 pm

Attendance: unknown Electricity: Yes No

RENTAL FEES

Checks (payable to the Village of Hartland), cash, and credit card are accepted. All fees must be paid at the time of reservation.

Park Shelter/Open Space

- Bark River (may not use if athletic field is reserved)
- Centennial Park - boats launched near parking lot
- Cottonwood Wayside
- Hartbrook Park
- Nixon Splash Pad Shelter 1
- Nixon Splash Pad Shelter 2
- Nixon Park Shelter 4 (by Fine Arts Center)
- Penbrook Park (may not use if athletic field is reserved)
- Other structures to be placed in park (bounce house, dunk tank, climbing wall, etc.) **\$100 Deposit Required**
- Open Space Reserved (describe area below)

Vendor booths

Date/time rec'vd: _____ Total: _____

Date entered: _____ Permit Number: _____

Rental Fee (based on attendance)

Attendees	Resident	Non-Resident
<input type="checkbox"/> 0 - 50	\$85.00	\$140.00
<input type="checkbox"/> 51 - 100	\$100.00	\$155.00
<input type="checkbox"/> 101+	\$150.00	\$205.00

Refundable Deposit (based on attendance)

Attendees	Deposit Amount
<input type="checkbox"/> 0 - 100	No deposit required
<input type="checkbox"/> 101 - 200	\$200.00
<input type="checkbox"/> 201+	\$300.00

Rental Fee _____ Request that fees be waived.

Tax (5%) on rental fee _____

Deposit _____

Structure Deposit _____

Total Due _____

PARK SHELTER USE POLICIES

RESERVATIONS

Picnic area shelters must be reserved for a specific site. All uses must be open to the public and free of charge. To reserve a park shelter or open space, complete the reservation application form and submit it with the required fees and deposits to the Village of Hartland. Reservations are processed on a first-come, first-serve basis. An authorized representative 18 years old or older of the group who shall be personally responsible for the conduct of the participants and for damages must sign the application. Reservation requests will be accepted beginning the first business day in January each year. All rental fees include Wisconsin sales tax (where applicable).

Athletic facilities require a separate reservation. If you wish to reserve an athletic facility (soccer field, softball field, volleyball court, etc.), please contact Village Hall staff. No park fields can be reserved with your shelter permit prior to the first Monday in March.

LIMITS TO RESERVATION TIME

- Hours for all Village parks are sunrise to sunset.
- The Village cannot guarantee privacy to any group.
- Reservations are made for a specific time frame. Set-up and clean-up time must be included in the scheduled time. No equipment, supplies, or materials shall be placed at the facility prior to or after the scheduled reservation time.

LIMITS ON USE OF FACILITIES

- Malt beverages are permitted in all picnic areas when a valid malt beverage permit is applied for and granted through the Village's Administrative Office or Police Department. No other intoxicating liquor products are allowed.
- Parking is permitted in designated areas only. Parking in the picnic areas on the grass is prohibited. • Individuals must be at least 18 years of age to request a rental permit.
- The Village is not responsible for private equipment or material used in a Village facility.
- All pets must be licensed, on a leash not exceeding six feet in length and under control of its owner at all times. Owners must promptly remove and dispose of any pet waste in a sanitary manner.
- Facility decorations must not be removed. Individuals who wish to decorate may do so as long as the facility is returned to its original condition. Failure to do so will result in loss of the deposit.
- Participants may not pass a collection plate or solicit from the audience. Donations may be accepted at concession areas only. Material distribution must be confined to the concession areas.

FACILITY AMENITIES

- Electricity - Some picnic shelters offer a limited number of electrical outlets. Caution is advised when using electrical services as they are all 20 amp circuits and can be easily overloaded. Due to vandalism, we cannot guarantee electrical availability. Press the red GFI button on the outlet to reset if necessary.
- Picnic tables - There are a limited number of picnic tables available in the parks for all users. Large groups will need to provide their own additional seating. Please respect the rights of others to utilize the park facilities.
- Grills - Some grills are supplied by the Village of Hartland in picnic areas. Caution should be exercised when disposing hot ashes.
- Restroom facilities and parking lots are open to park patrons and not exclusive to the permit holder.

PERMITTED

- Tents are permitted only in certain areas when a picnic group has reserved a shelter. Tents are to be placed adjacent to the shelter. Tents may not be placed on the asphalt. Tents may only be set up on the day of the picnic and must be removed the same day. Charges will be assessed for damage incurred during the set-up or removal of tents.
- Radios are permitted in all picnic areas. The use of amplification equipment is not permitted. The volume of radios must be kept at a level so as to not unreasonably annoy or disturb the peace and quiet for other park users or surrounding residents in accordance with Section 9.07 of the Municipal Code.

REFUNDS

- In the event of cancellation, permit fee may be refunded. A \$10.00 fee may be charged for administrative processing. **Cancellations within 2 weeks of the reservation will not be refunded.**
- Reservations may be altered online or by submitting a written request to the Village of Hartland at least 14 days prior to the reservation. Contact the Village's Administrative Office for further assistance.

REMINDERS

- Disorderly conduct is prohibited.
- Allow time for clean-up. Leave the park and facility in the condition found.
- Any costs for damage or excessive cleanup will be invoiced or deducted from the security deposit.

VILLAGE OF HARTLAND FINE ARTS CENTER RESERVATION APPLICATION

210 Cottonwood Avenue Hartland, WI 53029 Phone 262-367-2714 FAX 262-367-2430

Organization or Individual's Name: Kiwanis of Greater Hartland, Hartland BID

Name of Person In Charge: Jim Muenzenberger

Telephone Number: (Home) 262-844-3266 (Work) _____ (EMAIL) jlmuenzenberger@yahoo.com

Address: 182 Warren Ave Hartland, WI 53029
Street/Mailing Zip Code

If Above Person Cannot Be Reached: Lynn Muenzenberger

Telephone Number: (Home) 262-844-3265 (Work) _____ (EMAIL) jlmuenzenberger@yahoo.com

Address: 182 Warren Ave Hartland, WI 53029
Street/Mailing Zip Code

Name of Group, Performer: A Little Bit of Heaven Band

Description of Entertainment: Music during Bark River Bash

Is Sponsor Classified as Non-Profit: yes

Other Permits Required: Beer Shelter Other *Request that fees are waived.*

Date Paid: _____ Fee Paid _____ Deposit Paid _____ Receipt Number _____

FEES	Resident	0 - 50	51 - 100	101 - 200	201
			\$80.00+ 4.00	\$100.00 + 5.00	\$125.00 + 6.25
Non Resident		0 - 50	51 - 100	101 - 200	201 +
		\$100.00+ 5.00	\$130.00+ 6.25	\$170.00 + 8.50	\$200.00 + 10.00

<i>Note: Deposit to be paid by all users</i>	0-50	51-100	101-200	201-300	300+
Refundable Deposit Amounts	\$50.00	\$100.00	\$200.00	\$300.00	\$400.00

(Office Use Only)									
Permit Number _____	Date of Use	Time of Use	Resident/ Non-Resident	Estimated Attendance	Insurance Certificate Required as Determined by Village (y or n)	Electricity Needed (y or n)	TOTAL FEE/DEPOSIT	Date Issued	Issued By
Fine Arts Center (FAC)	5/3/25	800-300	Res	unknown	Yes	Y			
Food/Beverage Sales at Concession Window?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No								
Sales of Other Items? Describe Items and Point of Sale	<u>BID Food vendors may apply separately</u>								

I verify the documented information and agree to abide by the Park Board's Policy and Village Ordinances regarding Park Usage.

Jim Muenzenberger
 Signature

PLEASE BRING THIS PERMIT WITH YOU TO THE PARK

VILLAGE OF HARTLAND FINE ARTS CENTER USE POLICY

1. The goal of the establishment of the Fine Arts Center is to make available a facility that would encourage family usage with programming which could reasonably be accommodated by the size and layout of the Facility and conditions with respect to the surrounding area such as availability of parking, access routes and public safety staffing.
2. Permits for prior uses approved by the Park Board and repeated on an annual basis may be approved by staff and permits for other use of the Fine Arts Center must be submitted to the Park Board in writing on this application for approval. Requests will be granted or denied by the Park Board. (Park Board meets the first Monday of the month at 7:00 p.m. in the Village Board Room in the Village Hall). Permits must be submitted for approval two weeks prior to the Park Board meeting.
3. For scheduling purposes, uses sponsored by the Village of Hartland through a single event or series will have priority. The uses will be scheduled beginning January 1 of the year they are going to occur. Other uses may be scheduled after April 1 of the year they are going to occur. Water service and restrooms will be shut off/closed from October 15 to May 1.
4. Sponsor of Fine Arts Center use may be required to provide proof of insurance. Determination as to whether insurance will be required will be made by the Park Board. Permit holder shall submit proof of general liability coverage for not less than \$500,000 and provide an original Certificate of Insurance, naming the Village of Hartland and its agents, officers and employers as additional insured parties. Minimum 30-day notice of cancellation shall be provided.
5. All uses must be free of charge. Participants may not pass a collection plate, or solicit from the audience. Donations may be accepted at concession areas only. Material distribution must be confined to the concession areas.
6. Uses of the Fine Arts Center shall not begin before sun up and shall end no later than sun down or the specific requested closing time approved by the Park Board.
7. Sales of food or refreshments by civic groups are allowed at the concession area (defined as the window in the Fine Arts Center). Sales of any other items anywhere else at the Fine Arts Center are subject to Park Board and/or Village Board approval.
8. Vehicles cannot be parked in the picnic areas or on the grass.
9. No grills, fire or hot coals will be permitted within the FAC building.
10. All equipment and articles must be removed from the park by sun down or the closing time approved by the Park Board.
11. It will be the responsibility of the sponsor/individual reserving the Fine Arts Center to pick up litter in the area after the event, including in the Fine Arts Center, concession area, rest rooms and surrounding park area. The applicant will be responsible for any damage or excessive clean up required and the cost will be deducted from the deposit.
12. Cancellation policy. The Village reserves the right to cancel or stop use at any time. Reasons may include but are not limited to failure to comply with regulations, inclement weather with potential damage to grounds, lack of crowd control, conduct or activity not covered in original proposal. The Village Administrator, Director of Public Works, Police Chief and/or Fire Chief or their designated representatives shall have the authority to cancel an event. If the applicant desires to cancel, proper notice should be provided to the Village as soon as possible.
13. If Shelter #4 is reserved, applicant shall pay the reservation fee. See Shelter reservation application.
14. Picnic Tables Usage: There are a limited number of picnic tables available in the parks for all users. Large groups will provide their own additional seating. Please respect the rights of others to utilize the park facilities.
15. The volume of radios, sound systems, etc. must be kept at level so as to not unreasonably annoy or disturb the peace and quiet of other park users or surrounding residents in accordance with Section 9.07 of the Municipal Code.
16. Supervision: The applicant and all named persons responsible for supervision must be present from the time the facility is opened, while the event is in progress, and must wait until all users of the building have vacated the building or premises and have completed security measures. The applicant and the individuals supervising the function shall be responsible for the conduct and control of both patrons and participants of each function. The applicant and individuals supervising are responsible for seeing that no equipment or other portions of facilities are used except those that are requested in the building use application. The applicant and the persons responsible for supervision shall see that the facility is left in the same condition as when the organization entered the facility.
17. It shall be the responsibility of the applicant and those associated with applicant to avoid the violation of any provision of the Village of Hartland, State or Federal ordinances, Statutes, regulations and codes. The individual/organization using the facility assumes all responsibilities for injuries that may occur to persons or participants.
18. No smoking will be allowed in the Fine Arts Center building.
19. Keys may be picked up at the Village Hall M-F, 7:30 a.m. – 4:30 p.m. They must be returned to the Village within 48 hours after FAC use during normal office hours or may be left in the drop box located at the front of the Village Hall. It shall be the responsibility of the applicant to make sure the facility is locked up after use.
20. The FAC restrooms are open to all park patrons and are not exclusive to the permit holder.
21. **Malt Beverages:** Are permitted in all picnic areas when a valid malt beverage permit is procured from the /Admin. Office. FAC/shelter reservation is required if so desired. No other intoxicating liquor products are permitted.
22. **Refunds:** In case of cancellation, permit fee can be refunded **ONLY IF**, at least **TWO WEEKS** prior to event, a written request and **ORIGINAL PERMIT** are received by the Village Hall office. A \$10.00 fee will be charged for administrative processing. The **ORIGINAL PERMIT**, a written request and a \$10.00 fee is required to change a reservation.
23. Dogs must be licensed, on a leash not exceeding six feet in length and under the owner's control. Owners shall promptly remove and dispose of any excrement in a sanitary manner.



210 Cottonwood Avenue
 Hartland WI 53029
 262-367-2714 FAX: 262-367-2430
www.villageofhartland.wi.gov

SPECIAL EVENT PERMIT APPLICATION

Permit approved	_____	Date	_____
Permit fees paid	_____	Date	_____
Deposit paid	_____	Date	_____
Deposit returned	_____	Date	_____
FEES ARE NON-REFUNDABLE			

APPLICATION AND PERMIT FEES ARE DUE 60 DAYS PRIOR TO YOUR EVENT

ORGANIZATION INFORMATION			
Name of Organization			
Street Address	City	State	Zip
Phone Number	Are you a 501(c)3 Organization?	Yes	No
Event Contact Person (First & Last Name)			
Address	City	State	Zip
Email	Phone Number	Day of Event Phone Number	
If applicant is a partnership, provide names, addresses and phone numbers for all partners. Provide names, addresses and phone numbers for all officers and directors if corporation or members if applicant is a limited-liability company.			

EVENT INFORMATION	
Name of Event	Date(s) of Event
Event Start Time	Event End Time
Location of the Event*	
Will your event take place in a Village of Hartland Park?	Yes No
<p>You MUST attach a detailed map/diagram of your event indicating the specific location and layout for event including vendors, generators, parking, proposed road closures, structures and portable toilets.</p> <p>*If you are using a Village Park, you must complete the Park Facility Reservation Application and reserve the park facility prior to getting your special event permit approved by the Village Board.</p>	

OTHER INFORMATION			
Generally describe your event and its purpose			
Estimated Number of Participants	Spectators	Vendors	
Will alcohol be sold/served? <i>If yes, liquor and bartender licenses are necessary under separate application.</i>		Yes	No
Will you be selling/serving food?		Yes	No
Will you have food trucks? <i>If yes, you will need to obtain Outside Food Vendor Permits under separate application.</i>		Yes	No
If yes, how many food trucks will be at the event?			
Will you be selling merchandise? <i>If yes, you will need to obtain a Solicitor's Permit under separate application.</i>		Yes	No
Does the event involve fireworks? <i>If yes, you will need to obtain a Fireworks Permit under separate application.</i>		Yes	No
Does the event involve amplified music?		Yes	No
If yes, will the amplified music be a:		Band	DJ
Hours of amplified music:			
Noise is regulated within the Village of Hartland. The Village ordinance states that no person shall make loud noise such as may tend to unreasonably annoy or disturb the peace and quiet of another in the vicinity. Music for special events shall terminate at 9:00 p.m. if the event held Sunday through Thursday and at 11:00 p.m. if the event is held on a Friday, Saturday or holiday weekend.			
Is street closure requested?		Yes	No
Hours of street closure:			
Diagram for Street Closure Provided?		Yes	No
Will you need barricades provided by the Village for your event?		Yes	No
How many barricades needed for your event?			
"Road Closed" signs requested?		Yes	No
Will you be erecting any tents, canopies or other temporary structure(s)? <i>If yes, You will need to provide a plan for their proposed locations and the Department of Public Works will need to inspect these structures prior to the start of your event. Tents over 400 sq. feet will require inspection by the Building Inspector.</i>		Yes	No
Will you be providing portable restrooms and wash stations?		Yes	No

OTHER INFORMATION CONTINUED

If yes, how many will you provide and where will they be located? Also how will solid waste be disposed of?

Will you provide parking for participants?

Yes

No

If yes, where will parking be available?

Will you provide a dumpster/clean-up services?

Yes

No

If yes, please describe your clean-up and refuse collection plan.

Will the event require additional security?

Yes

No

Will you have an emergency plan in the event of severe weather?

Yes

No

Will the event require first aid and/or emergency responders?

Yes

No

INSURANCE REQUIREMENTS

The Special Event Sponsor will obtain liability insurance for the event. Proof of this insurance with coverage no less than \$1,000,000, must list the Village of Hartland as an additional insured party and is due no later than 20 days before the event.

Are you able to provide these insurance documents?

Yes

No

DEPOSIT REQUIREMENTS

For events to held in a Village Park: The applicant may be required to submit to the Village a refundable deposit based on number of attendees (see Park Facility Reservation Application). The deposit shall be refunded to applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Village for loss or cleaning costs. The Village reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within twelve (12) hours after the conclusion of the event.

TERMINATION OF AN EVENT

The Village reserves the right to shut down a special event that is in progress if it is deemed to be a public safety hazard by the Hartland Police Department and/or Fire Department and/or there is a violation of Village Ordinances, State Statutes or the terms of the Applicant's permit. The Village Administrator and/or his/her designee may revoke an approved Special Events Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

By signing this form, the applicant certifies authorization to act on behalf of their organization and hereby agrees to hold the Village, its officers, employees, agents and contractors, harmless against all claims, liability, loss, damage or expense (including but not limited to actual attorney's fees) incurred by the Village for any damage or injury to person or property caused by or resulting directly or indirectly from the activities for which the permit is granted. Any change to coverage requires Village approval. The applicant is responsible for obtaining all necessary reservations, permits and licenses.

Signature of Applicant

Date

For staff use only

Park/Rec. Board approval, if necessary, on:

Application forwarded to:

- Administrator
- Building Inspector
- Fire Chief
- Police Chief
- Public Works Director
- Rec Director

Village Board approval, if necessary, on:

Date: _____

DEPT.	APPROVE	DENY	BY	REASON (if denied)
Bldg. Insp.				
Clerk				
Fire				
Police				
Public Works				
Rec				

Fees

_____ Outside Food Vendors	_____ Special Event Permit	TOTAL FEES _____
_____ Park Facility Fees	_____ Temp. Bartender's	
_____ Solicitor's Permit(s)	_____ Temp. Class B	

All requirements for this special event have been met.

Village Administrator approval

Date



VILLAGE OF HARTLAND

210 Cottonwood Avenue | Hartland, WI 53029 | 262-367-2714

PARK FACILITY RESERVATION APPLICATION

Organization name (if applicable): Lake Country Family Fun (LCFF, LLC)
 Tax Exempt: No Yes - attach WI Sales & Use Tax Exemption Certificate, form S-211
 Point of contact name: Erin Guenterberg
 Phone number: 920-390-0263 Email: hartlandkidsday@gmail.com
 Address: Po Box 596 Okanoches, WI 53069
 Additional contact: Stephanie Cutler
 Phone number: 414-639-5707 Email: lakecountryfamilyfun@gmail.com

I verify the information provided and agree to the Park Board's policy and Village Ordinances regarding park usage.

[Signature]
Signature

1/16/2025
Date

RENTAL INFORMATION

Reservation date: 1/30/25 Event type: Vendor / family fair
 Arrival time (including set up): 10 am Departure time (including clean up): 3 pm
 Attendance: 1,000 Electricity: Yes No

RENTAL FEES

Checks (payable to the Village of Hartland), cash, and credit card are accepted. All fees must be paid at the time of reservation.

Park Shelter/Open Space

- Bark River (may not use if athletic field is reserved)
- Centennial Park
- Cottonwood Wayside
- Hartbrook Park
- Nixon Splash Pad Shelter 1
- Nixon Splash Pad Shelter 2
- Nixon Park Shelter 4 (by Fine Arts Center)
- Penbrook Park (may not use if athletic field is reserved)
- Other structures to be placed in park (bounce house, dunk tank, climbing wall, etc.) **\$100 Deposit Required**
- Open Space Reserved (describe area below)

Rental Fee (based on attendance)

Attendees	Resident	Non-Resident
<input type="checkbox"/> 0 - 50	\$85.00	\$140.00
<input type="checkbox"/> 51 - 100	\$100.00	\$155.00
<input type="checkbox"/> 101+	\$150.00	\$205.00

Refundable Deposit (based on attendance)

Attendees	Deposit Amount
<input type="checkbox"/> 0 - 100	No deposit required
<input type="checkbox"/> 101 - 200	\$200.00
<input type="checkbox"/> 201+	\$300.00

Nixon Park - All grass south of E Park Dr; west of the park's main entrance; parking lot

Rental Fee _____
 Tax (5%) on rental fee _____
 Deposit _____
 Structure Deposit _____
 Total Due _____

Date/time rec'd: _____ Total: _____
 Date entered: _____ Permit Number: _____



Handicap Parking Spots

Fire Truck and Ambulance / Barricades

Portable Restrooms

Concrete Block

2025 Proposed ECOS Budget Expenditures

Mill Place Greenway – East Bank extending from CP railway easement to Cardinal Ave,

- Invasives removal/treatment by Kiwanis volunteers/friend group \$0
- Path Creation by FECON contractor \$5000
- Village DPW help removing large debris, general debris removal \$0 ?

Total \$5000

Improve Safety at Cottonwood Ave./Bark River Bridge

- Bridge level allows no through paddling for canoers/kayakers under road
- Improve landing area on either side of bridge for portaging
- Slight regrading (removing trip hazards) and weed trimming – volunteers \$0

Maintenance – Japanese Knotweed control

- Centennial Park, Bark River Greenway, Municipal lot 210, others by Insight FS \$1000

Total \$1000

Grand Total \$6000

Mill Place Greenway Renovation

This Parcel, owned by the Village, has a mix of natural species consistent with riverbank ecology and lowlands. The whole area shows a great amount of marsh grasses, cattails and red dogwood as would be expected in a river basin area. The northern half has a higher concentration of older growth of cottonwood and box elder trees, which not surprisingly have some felled limbs due to their age. A sprinkling of hardwoods also exists. The southern half is less treed but has some newer growth aspen, willow, and a few larger cottonwood trees at the Cardinal Lane area. The whole area includes invasives such as buckthorn and honey suckle.

Project Goals

- Continue advancing the ECOS plan dated 9/15/23.
- Removal of invasive species and general cleanup, in this area along the east bank of the Bark River.
- Maintaining as much of the natural landscape as possible, improve public access, while being sensitive to neighborhood privacy and train sound buffering.
- Create a walking path along the river for better public enjoyment of the space.
- Allow better access to the river space for removal of downed trees/brush in the water to meet the long-term ECOS goal of total river navigability within the Hartland limits.

Project Details (per lot #)

Work to be done with a combination of volunteer labor, FECON contractor work, and village DPW help. Debris will be hauled to predetermined areas (along path) for pickup and removal by village DPW.

A natural rise or berm exists some 4-10 feet from the river bank. The path will meander along this crest whenever possible.

0. Invasives in this area near Cardinal Avenue will be hand cut by volunteers.

1-4 Most invasives in this area to be hand cut by volunteers, the two areas indicated in (green) are mature stands of buckthorn preferably removed with the FECON, if accessible.

5-9 FECON operator to cut 6-8' path (red), volunteer removal of invasives by hand, village DPW needed to help remove larger downed/broken trees especially behind lot 6&8.

Maintenance of the cut path will need to be done with a flail mower twice per year. Retreatment of regrowth of buckthorn to be ongoing.

Project cost estimate for FECON work is \$5000.



- MANHOLE ACCESS

- ELECTRICAL BOX

- STORM WATER CULVERT

- OWNER MOWED PATH

10

9

8

7

6

5

4

3

2

1

0

