

**PARK AND RECREATION BOARD AGENDA - AMENDED**  
**MONDAY MAY 5, 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 appoint a Park and Recreation Board Chairman for the upcoming year – duties involve running Park and Recreation Board meetings and being a member of the Jt. Architectural Board/Plan Commission.
2. Consideration of a motion to approve the Park and Recreation minutes of the April 7, 2025, meeting.

**Recreation –**

3. Discussion and consideration for Special Event for Goat Yoga event at Nixon Park, June 22, 2025.
4. Discussion and consideration of Mobile Food Vendor Code update.
5. Discussion and consideration of S3 Deli food truck in Nixon Park.
6. Discussion and consideration of Little Dipperz ice cream cart in the Parks.
7. Discussion and possible consideration for Special Event for the annual Lake Country Rotary Splash Pad lunch on July 18<sup>th</sup>, 2025, with fees waived.
8. Discussion and possible consideration for Special Event for the Library summer reading kickoff, June 6, 2025, Nixon Park.

**Public Works –**

9. Discussion on possible basketball court at Castle Park.
10. Discussion & possible consideration to budget for a disk golf course at Cottonwood Wayside.

**Other Items for Consideration**

11. 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.

12. Adjourn  
Deidre Bush y  
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 APRIL 7, 2025**  
**7:00 PM**  
**BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Present: Tim Hallquist, Shaunta' de Boer, Kathy Van Thiel, Nick Miller, Rick Conner, and Craig Eisenhut.  
Absent: Randy Ferrell  
Others: Sam Blonien, Tom Jenson, Leo Jungbluth, Heather Costa, Cory Bahr, Elaine Hodeck, and Beckie Cavanaugh.  
**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.)

\*Trevor de Boer – would like to see an archery range at the Marsh up at Cottonwood wayside at the Y site. He would like to see it on a future agenda to see if they can get it going.

\* Comments on adding basketball court in future.

**1. Consideration of a motion to approve the Park and Recreation minutes of February 3, 2025.**

Motion (Conner/Miller) to approve February 3, 2025, minutes. Carried (6-0).

**Recreation –**

**2. Discussion and consideration on food truck at Oconomowoc Rugby Tournament at Centennial Field -**  
Costa explained the Oconomowoc Rugby Club would like to have a food truck for their tournament which would be Cousin Subs. She said they have all their paperwork turned in. It was stated that someone needs to reach out to them and tell them where they can park, other than that there are no issues.

Motion (Miller/Conner) to recommend approval to the Village Board of the food truck at the Oconomowoc Rugby Tournament on June 14<sup>th</sup>, 2025 at Centennial Park. Carried (6-0).

**3. Discussion and consideration for Special Event use of the Fine Arts Center for a musical put on by the KM Explore charter School: Wales Elementary Campus – Beckie Cavanaugh –**

Beckie Cavanaugh was present and explained she is a music teacher, and they need a place for their musical as they do not have a space other than their parking lot. She said she would prefer for the kids to get to have a stage. She said it is Kindergarten thru the 5<sup>th</sup> grade, and they will come as a field trip in the morning to do a rehearsal for the 6 p.m. show. She will supply her own microphones, and they will walk in the risers that the kids will use. There was discussion on not leaving the Fine Arts Center unattended.

Motion (Eisenhut/de Boer) to recommend approval to the Village Board for the Special Event for the use of the Fine Arts Center for a musical put on by the KM explore Charter School on May 6<sup>th</sup>, 2025. Carried (6-0).

**4. Discussion and possible consideration for Special Event for National Night out -**

Village of Hartland's National Night out will be August 7<sup>th</sup>, 2025, from 6—8 p.m. at Nixon Park. There will be vendors there as well as a rock-climbing wall, Blackhawk helicopter and music provided by the Thursday Night Concert Series. The Beer Garden will be open along with food vendors.

Motion (Conner/Van Thiel) to recommend approval to the Village Board for the Village of Hartland National Night Out on August 7<sup>th</sup>, 2025, at Nixon Park. Carried (6-0).

**Public Works –**

**5. Update of Hartbrook Park playground unit installation-**

It was taken out last week and the gentleman was there today to start putting it back in and hopes to be done by Thursday. The ramp needs to be redone. The old equipment is listed to sell. They will have a Week's worth of putting wood chips in and redoing the ramp.

**6. Update on Nixon Park and Hartbrook Park's Whirl along with the annual playground inspections.**

Jungbluth said they removed both Whirl merry-go-rounds. They did some welding and repairs on the whirls, had powder coated all the handles and put them back out. He said they are looking into getting quotes for a bigger one or different styles.

**7. Discussion of the parking lot improvements for Penbrook Park –**

There has been some discussion on having more parking for pickleball and baseball at Penbrook Park. Discussion on placement of potential parking, with one place being north of the existing parking area. They are hoping to get 15 spots for cars.

**8. Discussion on placement of BID sculpture in Nixon Park –**

They are considering placing the sculpture that was made by the students at Arrowhead on the north end of the park just west of the warming shed. They thought the background would be good pictures etc. The sculpture design was already approved, and they have quotes for the lighting. The 1<sup>st</sup> quote was \$10,000 and the 2<sup>nd</sup> was \$5,000. Jenson stated that there are two bollards that are lit and a streetlight above there the sculpture will be so they will put it in without lighting. Also, Cory Bahr took pictures in the morning which appeared to look fine without lighting. Discussion on the cost of lighting. It was stated the BID has approved the placement. It is currently inside the library if anyone would like to see it.

**9. Update of the seeding process for the Cottonwood Wayside and the portion ECOS is having the DPW seed with wildflowers –**

Jungbluth said they did a bunch of forestry work there with ECOS and removed a lot of invasive species. He said they are waiting for the ground to warm up and they are going to try to seed this week or next.

They received some really nice wildflowers to plant there. Hallquist asked if the library hillside planting took, and Jenson said he has not been by there.

**10. Update on the Scoreboard electrical work at Nixon Park and the flagpole improvements –**

Jungbluth said the old scoreboard had been taken down and new one was put up. They are hoping the new wiring will be done this week. He said they have a new net to put up when the wiring is done. A new light will be put up for the American flag as well as the benches that were done by the school.

**11. Update on power supply updates at Nixon Park –**

Jungbluth said they have been updating the power supply over the winter for events in the park and they have been working on getting different plugs. There are four different spots from which to get power.

Hallquist asked about the ECOS river cleanup. Jenson a few weeks ago they cleaned up the area that Jim Muenzenberger spoke about. They took a bunch of buckthorn out.

**Other items for Consideration-**

**12. 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.**

- Hallquist asked about the ECOS river cleanup. Jenson a few weeks ago they cleaned up the area that Jim Muenzenberger spoke about. They took a bunch of buckthorn out.
- Ice Age Trail has been continually working on Cottonwood and cut a tree down today. Tomorrow they will be working off Rae Drive. A control burn was done as well.
- Blonien said Our Savior Lutheran Church is offering the Rec department some of their outdoor and indoor space for classes.
- Public Works is still looking for summer help.
- Kiwanis is cleaning up the river this weekend to get ready for Bark River Bash.
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**13. Adjourn -**

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

Meeting adjourned at 7:40 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](http://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 REQUESTED 60 DAYS PRIOR TO YOUR EVENT. EVENTS WITHIN 60 DAYS ARE SUBJECT TO DENIAL BY VILLAGE STAFF OR THE VILLAGE BOARD.**

ORGANIZATION INFORMATION			
Name of Organization Wisconsin Athletic Club			
Street Address 560 S Industrial Dr.	City Hartland	State WI	Zip 53029
Phone Number 262-367-4999	Are you a 501(c)3 Organization?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Event Contact Person (First & Last Name) Katie Harn			
Address 560 S Industrial Dr.	City Hartland	State WI	Zip 53029
Email kharn@thevac.com	Phone Number 262-367-4999	Day of Event Phone Number 920-539-3067	
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 Baby Goat Yoga	Date(s) of Event June 22 2025
Event Start Time 9:00 am	Event End Time 12:00 pm
Location of the Event* Nixon Park	
Will your event take place in a Village of Hartland Park?	Yes <input checked="" type="radio"/> No <input type="radio"/>
<p><b>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.</b></p> <p><b>*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.</b></p>	

**OTHER INFORMATION**

Generally describe your event and its purpose

One time event hosted ~~by~~ by WATC. Farm will provide baby goats. A Yoga Class will take place in a fenced in area. WATC employees will be on site

Estimated Number of Participants

40

Spectators

10

Vendors

Platinum Sky Farms

Will alcohol be sold/served? *If yes, liquor and bartender licenses are necessary under separate application.*

Yes

No

Will you be selling/serving food?

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:

*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.* Small fence

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.*

farm and WAC staff will provide clean-up and fencing

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.





# VILLAGE OF HARTLAND

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

## PARK FACILITY RESERVATION APPLICATION

Organization name (if applicable): WISCONSIN Athletic Club - Lake County

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

Point of contact name: Katie Harn

Phone number: 262-367-4999/920-539-3067 Email: kharn@thewac.com

Address: 560 S. Industrial Dr Hartland, WI 53029

Additional contact: Shannon Gilbertson

Phone number: 262-367-4999 Email: sgilbertson@thewac.com

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

Katie Harn

Signature

4/3/25

Date

## RENTAL INFORMATION

Reservation date: June 22 2025 Event type: Fitness - Baby Goat Yoga

Arrival time (including set up): 9:00 am Departure time (including clean up): 12:00 pm

Attendance: 40-50 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)

Nixon Park

### Rental Fee (based on attendance)

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

Rental Fee \_\_\_\_\_

Tax (5%) on rental fee \_\_\_\_\_

Deposit \_\_\_\_\_

Structure Deposit \_\_\_\_\_

Total Due \_\_\_\_\_

Date/time rec'vd: \_\_\_\_\_ Total: \_\_\_\_\_

Date entered: \_\_\_\_\_ Permit Number: \_\_\_\_\_

# 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.

## **ARTICLE VII. MOBILE FOOD VENDORS**

### **Sec. 22-168. Definitions.**

[The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:]

*Food* means all articles used for food, non-alcoholic drink or condiment including ice or water used by humans whether simple, mixed or compound and articles used or intended for use as ingredients in the composition or preparation thereof.

*Mobile food establishment* means a restaurant or retail food establishment where food is served or sold from a vehicle, trailer, cart, or similar portable device which may or should be capable of periodically changing locations.

*Mobile food vendor* or *vendor* means the owner, owner's agent or employee of a mobile food establishment within the Village of Hartland.

(Ord. No. 871-22, § 1, 6-27-2022; Ord. No. 875-23, § 1, 1-9-2023)

### **Sec. 22-169. License required.**

- (a) No mobile food vendor shall sell any food whatsoever in the Village of Hartland without first obtaining an approved license from the village board unless exempted in this section. The following are exempt from mobile food vendor license requirements:
  - (1) Home delivery of food or beverage items.
  - (2) Temporary food stands or produce stands which are regulated by a solicitors' permit, outdoor establishment permit or by other village codes.
  - (3) Rentals at village facilities where mobile food establishment services are not available to the public.
  - (4) Where the mobile food establishment is exclusively serving a private event not open to the general public on private property.
- (b) All vendors shall be licensed for such use by the Waukesha County Health Department and all other applicable agencies. Mobile food vendors shall acquire the appropriate licenses and permits for any additional food items not required under this subchapter if deemed necessary by the Waukesha County Health Department.
- (c) A license shall be applied for annually. A permit, when granted, shall be displayed at all times by the mobile food establishment or business. The license shall be valid from January 1 of each year. All licenses shall expire on December 31 each year. Applications for renewals shall be handled in the same manner as original applications but may be approved by the village manager or their designee.
- (d) Mobile food vendors are not allowed to engage in any business activity on the village streets without approval from the village board. They are allowed on private property with written permission and as allowed by the village board for the farmers market and special events. The licensee may not be located on one street or one private property lot for more than eight hours within a 24-hour period. This time restriction does not apply to village board authorized permits for the farmers market or special events.

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- (e) Mobile food vendors are allowed to operate in the village Monday through Sunday between 7:00 a.m. and 11:00 p.m.
  - (f) A license shall be issued to a person or legal entity. A license shall not be transferable. A license is valid for one vehicle only for each daily permit and shall not be transferrable between vehicles.
  - (g) Any mobile food vendor shall fully and without haste comply with any order of the police department officer or fire department officer to ensure the safety of the public. Failure to comply may result in suspension or revocation of the license and/or issuance of a citation as allowed by law.
  - (h) The number of licenses allowed to be issued per year and the fee for a license as herein provided shall be as set forth and modified from time to time from the village board by resolution.

(Ord. No. 871-22, § 1, 6-27-2022; Ord. No. 875-23, § 1, 1-9-2023)

### **Sec. 22-170. Application process.**

- (a) Any person desiring to operate a mobile food establishment shall apply for a license and pay the established license fee. The application shall be sworn to by the applicant and filed with the village and shall contain such information as the village shall require for the effective enforcement of this section and the safeguarding of the residents of the village from fraud, misconduct or abuse.
- (b) In approving a license, the village board may impose such conditions as it deems appropriate to protect the public health, safety and general welfare. Subsequent annual renewals of a license may be processed administratively without additional village board approval if the conditions of the original license issuance are maintained at the discretion of the village manager or designee.

(Ord. No. 871-22, § 1, 6-27-2022; Ord. No. 875-23, § 1, 1-9-2023)

### **Sec. 22-171. Application requirements.**

- (a) A completed mobile food vendor application with signature and payment of fees.
- (b) The applicant shall submit a copy of the vehicle inspection report from the Waukesha County Health Department.
- (c) The applicant shall provide a mobile food vendor license plan addressing sanitation, pedestrian and traffic safety including the following standards:
  - (1) The proposed plan will not create any significantly adverse traffic impacts, traffic safety hazards, pedestrian/vehicle conflicts or pedestrian safety hazards or impede building ingress/egress.
  - (2) The proposed plan will not create any significantly adverse impacts on neighboring properties as a result of:
    - a. The accumulation of garbage, trash or other waste.
    - b. Noise created by operation of the equipment.
    - c. Light and glare.
    - d. Odors and noxious fumes.
  - (3) The proposed plan will not be detrimental to the public health, safety, or general welfare.

- 
- (4) No mobile food vendor shall be located on any private property without written permission from the property owner. A copy of the written permission shall be submitted at the time of application if the vendor wishes to operate on private property.
  - (5) For village board approvals granted for the farmer's market or special events, said conditions of approval shall be filed with the application and incorporated therein.
  - (6) Electrical connections with extension cords to adjacent properties shall be done in a safe manner at the discretion of the village building inspector and with permission of the adjacent property owners.
  - (7) Mobile food vendors shall not place tables and chairs in the public right-of-way, or in a manner that inhibits pedestrian or vehicle traffic.
  - (8) Mobile food vendors shall be limited to two sandwich board, chalkboard, or whiteboard, in a size not to exceed 24" x 36". Sandwich boards must be located within three feet of the mobile food establishment and not placed in the public right-of-way, or in a manner that inhibits vehicle traffic.
- (d) All vehicles may be inspected by the Hartland Fire Department, Hartland Police Department, or building inspector at any time.

(Ord. No. 871-22, § 1, 6-27-2022; Ord. No. 875-23, § 1, 1-9-2023)

### **Sec. 22-172. Revocation or suspension of license.**

- (a) The village board may revoke or suspend any license issued under this subchapter for violation by any property owner/business holding the license, vendor or the vendor's employee or agent of any provision of state law or village ordinance which renders future vending contrary to the public health, safety or welfare; or for fraud or misrepresentation in solicitation under this chapter. Prior to revocation or suspension, the village shall send written notice to the address on the license about the concerns or issues and provide 15 days for the property owner/business and vendor to correct the issue or concern to the satisfaction of the village. If the concern is not addressed within 15 days from the date of mailing the letter, the village may place the issue of revocation and or suspension before the village board for possible action. The property owner/business vendor and/or their agent may appear before the village board to present information and respond to the issues of concern. The clerk shall send written notice to the property owner/business at the address on the application about the date and time of the meeting for consideration of the matter. Said notice shall be post marked at least five days prior to the board meeting.
- (b) An exception to this process exists in that any public health, Hartland Police or Fire Officer may immediately order the mobile food vendor to stop service and the mobile food vendor shall not restart again until deemed safe by the appropriate authority if said public health, Hartland Police or Fire Officer identify an immediate risk to the public health, safety or welfare of the community from the operation of the mobile food vendor.

(Ord. No. 871-22, § 1, 6-27-2022; Ord. No. 875-23, § 1, 1-9-2023)

### **Sec. 22-173. Violations and penalties.**

Any person who shall violate any provision of this chapter or any rule or regulation made under this chapter shall be subject to a penalty as provided in Appendix B citation deposits of this Code.

(Ord. No. 871-22, § 1, 6-27-2022; Ord. No. 875-23, § 1, 1-9-2023)



Village of Hartland

Park Food Vendor Application

210 Cottonwood Ave, Hartland, WI 53029
Office: (262) 367-2714 Fax: (262) 367-2430

Contact Information

Business Name 53 Deli LLC
Business Owner Name Matthew Ballantyne
Home/Cell Phone (414) 305-7970 Email ballantyne1983@gmail.com
Address 131 E Capital Dr City/Zip Hartland 53029

Food vendors that hold a Retail Food License are required to provide a copy with proof of insurance.

- Copy of Retail Food Facilities license issued by Waukesha County or State of Wisconsin
Copy of Proof of Insurance

Food vendors and products that do not require a Retail Food License: (check if applicable):

- non-profit church sports event prepacked products
Homemade baked goods - goods produced in baker's home that are shelf stable & do not require refrigeration.
Pickles, sauerkraut, jam, jellies, salsas and applesauce.

Event Information

Person/Group Reserving Park Facility/Event Name 53 Deli
Event Location: Nixon / Industrial Park Event Date Summer at Nixon
Arrival Time (include set-up time) Departure Time (include clean-up time)
Description of what will be sold: Sandwiches, Pretzles, Popcorn, chips, Soda
Location where food will be sold:

Food Vendor Fee

Vendor Fee \$75

Check, cash and credit card are accepted (checks payable to Village of Hartland). Fees and deposits must be paid at the time of application.

Application must be approved by the Village's Park and Recreation Board. I verify the information provided and agree to the Park Board's Policy and Village Ordinance regarding Park Usage.

Signature Date
Name (please print)

Park Food Vendor Fee

# Village of Hartland Parks Food Truck Policy

## **Policy Statement**

Mobile food facilities (MFF) are allowed in the Village of Hartland parks only with an approved park use form IE: Fine arts center, Park shelter etc. and approval of the Village Park board prior to the event or park use. Mobile food facilities include, but are not limited to trucks, trailers, carts, bicycles and may include auxiliary equipment such as portable fryers, stoves and grills that are located adjacent to the MFF during operation.

## **Requirements**

MFFs must have prior approval from the Village Park board.

All MFFs operating in the Village of Hartland shall comply with Chapter 9 of the Wisconsin Food Code, entitled "Mobile Food Establishments" as adopted in ATCP § 75.112.

All MFFs shall have a valid mobile retail food facility license issued by Waukesha County or a valid equivalent license issued by a Wisconsin municipality or county.

The location of the MFF must be approved in advance by the Village Department of Public Works.

MFFs may not manufacture, distribute, dispense, possess, use or sell alcoholic beverages.

MFFs must provide proof of a comprehensive liability insurance policy –in an amount not less than \$1 million, and must also provide proof of vehicle insurance and worker's compensation insurance in a form acceptable to the Village of Hartland. Proof of insurance must be provided at the time of application to the Park Board.

All MFFs must be totally self-contained, no electricity will be provided.

MFFs are responsible for disposing of all trash and litter prior to leaving the park.

Only 2 MFFs will be allowed in a park at a time. The Park Board must approve any requests for MFFs in excess of this requirement.

Park bathrooms will only be open during normal park hours.

The Village of Hartland will impose a fee of \$75.00 for each application made by an MFF to use the park.



# Declarations: Business Owner's Policy

**Policy Number:** 83 SBA BH2BNG

**Policy Period:** 07/03/2024 to 07/03/2025,  
12:01 a.m., Standard time at your mailing  
address shown here. Exception: 12 noon in  
New Hampshire.

**Insurer:**

Property and Casualty Insurance Company of  
Hartford, a property and casualty company of  
The Hartford.

One Hartford Plaza, Hartford, CT 06155

**Named Insured and Mailing Address:**

S3 Hartland Deli LLC  
131 E CAPITOL DR  
HARTLAND, WI 53029-2103

**Type of Business:** Delicatessen

**Name of Agency/Broker:**

COURI INSURANCE AGENCY INC  
379 WEST MAIN STREET  
WAUKESHA, WI 53186

**Code:** 83413915

**Previous Policy Number:**

New

**Organization Type:** LLC

**Audit Period:** Non-Auditable

**Insurance Provided:** In return for the  
payment of the premium and subject to  
all of the terms of this policy, we agree  
with you to provide insurance as stated  
in this policy.

**TOTAL PREMIUM:**

Total Premium includes the premium for all Coverage Parts issued to you in this policy, as well as any companion policies delivered with this policy. Total Premium includes any applicable fees and surcharges. Total Premium may change based on coverage changes made through endorsement or if your policy is subject to Premium Audit.

Countersigned by: *Susan L. Castaneda*

07/03/2024

Authorized Representative

Date

A Business Owner's Policy typically covers property and business liability risks. Generally, Property insurance pays you if a covered cause of loss damages property that you own, rent or lease. Business liability insurance pays in certain cases where something you do or something you own causes injury or damage to someone else, or someone else's property. Please see the coverages and limits described in your Declarations for details regarding the insurance you purchased.

This Spectrum® Business Owner's Policy consists of the Declarations, Coverage Forms, Coverage Parts, Common Policy Conditions and any other Forms and endorsements issued to be a part of the Policy. The Hartford® is Hartford Fire Insurance Company and its affiliated property and casualty insurance companies.

## S3 Deli Food Trailer

Dear Hartland Board

My name is Matt Ballantyne and I am the owner of S3 Deli in Hartland. I am proposing to run a food trailer at Nixon Park this summer. My hope is to fill a much-needed gap for the people of the village while they are enjoying the Beer Garden on Thursdays, Fridays, and Saturdays.-. I would like to set up and be operational from 3:30pm till 9:00pm on Thursdays and Fridays and from 11:00am till 9:00pm on Saturdays.

I moved to Hartland 12 years ago and one thing I love about the village is how many events they do to make the community a fun and enjoyable place to be. I would love to be a part of that from this point on. Being a local village resident and business owner I have been down to the Beer Garden several times. I think having a delicious and healthy food option would be a great addition to the festivities.

The food that I would be serving is an extension of my menu at my physical shop in Hartland. I will be serving 4 different kinds of sandwiches and wraps, 2 Different kinds of salads and some additional concession foods such as popcorn pretzels and Nachos. I will also offer an assortment of nonalcoholic beverages.

I hope to be serving all of you in the near future. If there are any questions or concerns that I can help with before the board meeting please email me at [ballantyne1983@gmail.com](mailto:ballantyne1983@gmail.com) or call me at 414-305-7970. Thank you for your consideration



WAUKESHA COUNTY  
DEPARTMENT OF PARKS AND LAND  
USE  
Division of Environmental Health

License, Permit or Registration

The person, firm, or corporation whose name appears on this license is hereby authorized to operate the facility indicated below. The operation and maintenance of the facility shall be in accordance with the Waukesha County Code. This is not a zoning permit.

ACTIVITY	EXPIRATION DATE	I.D. NUMBER
<b>Retail Food - Serving Meals - Moderate Complexity</b>	30-Jun-2025	HDEH-D6JPHG
LICENSEE MAILING ADDRESS	NOT TRANSFERABLE	BUSINESS / ESTABLISHMENT ADDRESS
S3 DELI, LLC 131 E CAPITOL DR HARTLAND WI 53029		S3 DELI 131 E CAPITOL DR HARTLAND WI 53029

VB 4-14-25



Village of Hartland

Park Food Vendor Application
210 Cottonwood Ave, Hartland, WI 53029
Office: (262) 367-2714 Fax: (262) 367-2430

Contact Information

Business Name Tanya Little ~ 3-20-25 Little Dipperz
Business Owner Name Tanya Little
Home/Cell Phone 715 210 5792 Email rzepiejewskt@me.com
Address 131 East Capital Drive City/Zip 53029

Food vendors that hold a Retail Food License are required to provide a copy with proof of insurance.

- Copy of Retail Food Facilities license issued by Waukesha County or State of Wisconsin
Copy of Proof of Insurance

Food vendors and products that do not require a Retail Food License: (check if applicable):

- non-profit church sports event prepacked products
Homemade baked goods - goods produced in baker's home that are shelf stable & do not require refrigeration.
Pickles, sauerkraut, jam, jellies, salsas and applesauce.

Event Information

Person/Group Reserving Park Facility/Event Name Little Dipperz
Event Location: All Parks Event Date All Year ~ 3-21-25
Arrival Time (include set-up time) 11am (Sun-Sat) Departure Time (include clean-up time) 9pm (Sun-Sat)
Description of what will be sold: Ice Cream Cup / Cones / Sandwiches
Location where food will be sold:

Food Vendor Fee

Vendor Fee \$75

Check, cash and credit card are accepted (checks payable to Village of Hartland). Fees and deposits must be paid at the time of application.

Application must be approved by the Village's Park and Recreation Board. I verify the information provided and agree to the Park Board's Policy and Village Ordinance regarding Park Usage.

Signature Tanya Little Date 3-21-25
Name (please print) Tanya Little for Little Dipperz

Park Food Vendor Fee



WAUKESHA COUNTY  
DEPARTMENT OF PARKS AND LAND  
USE  
Division of Environmental Health

License, Permit or Registration

The person, firm, or corporation whose name appears on this license is hereby authorized to operate the facility indicated below. The operation and maintenance of the facility shall be in accordance with the Waukesha County Code. This is not a zoning permit.

ACTIVITY <b>Mobile Retail Food - Not Serving Meals, Pre-packaged - Prepackaged</b>	EXPIRATION DATE 30-Jun-2025	I.D. NUMBER HDEH-D4KKPN
LICENSEE MAILING ADDRESS LITTLE DIPPERZ, LLC 278 HICKORY CT HARTLAND WI 53029	NOT TRANSFERABLE	BUSINESS / ESTABLISHMENT ADDRESS LITTLE DIPPERZ MOBILE UNIT HARTLAND WI 53029



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/21/2025

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).

<b>PRODUCER</b>  Mike Gogin 555 S Industrial Dr Hartland, WI 53029	CONTACT NAME: Natalie Brown PHONE (A/C, No, Ext): 262-367-2627 E-MAIL ADDRESS: natalie@gogininsurance.com	FAX (A/C, No): NAIC #
	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A : State Farm Fire and Casualty Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	
<b>INSURED</b> Little Dipperz LLC 278 Hickory Ct Hartland, WI 53029		

**COVERAGES****CERTIFICATE NUMBER:****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	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	N	N	99-A0-L101-8	08/24/2024	08/24/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	N	99-CY-P493-0	07/17/2024	07/17/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER \$ E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

Village of Hartland 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 
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# VILLAGE OF HARTLAND

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

## PARK FACILITY RESERVATION APPLICATION

Organization name (if applicable): Hartland Lake Country Rotary

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

Point of contact name: Jeremy Pfaff

Phone number: 262-417-2289 Email: jpfaff@johnsonfinancialgroup.com

Address: 2675 Sun Valley Rd Delafield WI 53018

Additional contact: Maggie Amin

Phone number: 262-399-2126 Email: admin@lakecountryrotary.com

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

[Signature]  
Signature

4/17/25  
Date

## RENTAL INFORMATION

Reservation date: 7/18/25 Event type: Annual splash pad lunch

Arrival time (including set up): 10:30 am Departure time (including clean up): 2:00 pm

Attendance: 150 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)

Between shelter 1 & 2

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 \_\_\_\_\_

Tax (5%) on rental fee \_\_\_\_\_

Deposit \_\_\_\_\_

Structure Deposit \_\_\_\_\_

Total Due \_\_\_\_\_



Village of Hartland

Park Food Vendor Application
210 Cottonwood Ave, Hartland, WI 53029
Office: (262) 367-2714 Fax: (262) 367-2430

Contact Information

Business Name Hartland Lake Country Rotary
Business Owner Name Community service chair - Jeremy Pfaff
Home/Cell Phone 262-417-2289 Email jpfaff@johnsonfinancialgroup.com
Address 2675 Sun Valley Rd City/Zip Delafield WI 53018

Food vendors that hold a Retail Food License are required to provide a copy with proof of insurance.

- Copy of Retail Food Facilities license issued by Waukesha County or State of Wisconsin
Copy of Proof of Insurance

Food vendors and products that do not require a Retail Food License: (check if applicable):

- non-profit church sports event prepacked products
Homemade baked goods - goods produced in baker's home that are shelf stable & do not require refrigeration.
Pickles, sauerkraut, jam, jellies, salsas and applesauce.

Event Information

Person/Group Reserving Park Facility/Event Name Annual Splash Pad Lunch
Event Location: Nixon Park Splash Pad Event Date 7/18/25
Arrival Time (include set-up time) 10:30 am Departure Time (include clean-up time) 2:00 pm
Description of what will be sold: free food and drink - hot dogs, chips, water, and cookies
Location where food will be sold: splash pad

Food Vendor Fee

Vendor Fee \$75

Check, cash and credit card are accepted (checks payable to Village of Hartland). Fees and deposits must be paid at the time of application.

Application must be approved by the Village's Park and Recreation Board. I verify the information provided and agree to the Park Board's Policy and Village Ordinance regarding Park Usage.

Signature [Handwritten Signature] Date 4/17/25
Name (please print) Jeremy Pfaff

Park Food Vendor Fee \_\_\_\_\_

Office Use Only: Date Paid \_\_\_\_\_ Amount Paid \_\_\_\_\_ Receipt # \_\_\_\_\_ Processed \_\_\_\_\_

# Village of Hartland Parks Food Truck Policy

## **Policy Statement**

Mobile food facilities (MFF) are allowed in the Village of Hartland parks only with an approved park use form IE: Fine arts center, Park shelter etc. and approval of the Village Park board prior to the event or park use. Mobile food facilities include, but are not limited to trucks, trailers, carts, bicycles and may include auxiliary equipment such as portable fryers, stoves and grills that are located adjacent to the MFF during operation.

## **Requirements**

MFFs must have prior approval from the Village Park board.

All MFFs operating in the Village of Hartland shall comply with Chapter 9 of the Wisconsin Food Code, entitled "Mobile Food Establishments" as adopted in ATCP § 75.112.

All MFFs shall have a valid mobile retail food facility license issued by Waukesha County or a valid equivalent license issued by a Wisconsin municipality or county.

The location of the MFF must be approved in advance by the Village Department of Public Works.

MFFs may not manufacture, distribute, dispense, possess, use or sell alcoholic beverages.

MFFs must provide proof of a comprehensive liability insurance policy –in an amount not less than \$1 million, and must also provide proof of vehicle insurance and worker's compensation insurance in a form acceptable to the Village of Hartland. Proof of insurance must be provided at the time of application to the Park Board.

All MFFs must be totally self-contained, no electricity will be provided.

MFFs are responsible for disposing of all trash and litter prior to leaving the park.

Only 2 MFFs will be allowed in a park at a time. The Park Board must approve any requests for MFFs in excess of this requirement.

Park bathrooms will only be open during normal park hours.

The Village of Hartland will impose a fee of \$75.00 for each application made by an MFF to use the park.



210 Cottonwood Avenue  
 Hartland WI 53029  
 262-367-2714 FAX: 262-367-2430  
[www.villageofhartland.wi.gov](http://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 REQUESTED 60 DAYS PRIOR TO YOUR EVENT. EVENTS WITHIN 60 DAYS ARE SUBJECT TO DENIAL BY VILLAGE STAFF OR THE VILLAGE BOARD.**

ORGANIZATION INFORMATION			
Name of Organization Hartland Lake Country Rotary			
Street Address c/o Jeremy Pfaff 2675 Sun Valley Dr	City Delafield	State WI	Zip 53018
Phone Number 262 417 2289	Are you a 501(c)3 Organization? No		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Event Contact Person (First & Last Name) Jeremy Pfaff			
Address 2675 Sun Valley Dr	City Delafield	State WI	Zip 53018
Email jpfaff@Johnson-financialgroup.com	Phone Number 262 417 2289	Day of Event Phone Number <del>11875</del> 262 417 2289	
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 Annual Splash Pad Lunch	Date(s) of Event 7/18/25
Event Start Time 10:30 AM	Event End Time 2:00 PM
Location of the Event* Nixon Park Splash Pad	
Will your event take place in a Village of Hartland Park? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p><b>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.</b></p> <p><b>*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.</b></p>	

**OTHER INFORMATION**

Generally describe your event and its purpose

Free lunch for the community. Music & prizes for kids

Estimated Number of Participants 150	Spectators	Vendors None
---	------------	-----------------

Will alcohol be sold/served? <i>If yes, liquor and bartender licenses are necessary under separate application.</i>	Yes	<input checked="" type="checkbox"/> No
---	-----	--

Will you be selling/serving food?	<input checked="" type="checkbox"/> Yes	No
-----------------------------------	---	----

Will you have food trucks? <i>If yes, you will need to obtain Outside Food Vendor Permits under separate application.</i>	Yes	<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> No
--	-----	--

Does the event involve fireworks? <i>If yes, you will need to obtain a Fireworks Permit under separate application.</i>	Yes	<input checked="" type="checkbox"/> No
---	-----	--

Does the event involve amplified music?	<input checked="" type="checkbox"/> Yes	No
---	---	----

If yes, will the amplified music be a:	Band	<input checked="" type="checkbox"/> DJ
--	------	--

Hours of amplified music:	10:30-2:00
---------------------------	------------

**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	<input checked="" type="checkbox"/> No
------------------------------	-----	--

Hours of street closure:	
--------------------------	--

Diagram for Street Closure Provided?	Yes	<input checked="" type="checkbox"/> No
--------------------------------------	-----	--

Will you need barricades provided by the Village for your event?	Yes	<input checked="" type="checkbox"/> No
--	-----	--

How many barricades needed for your event?		
--	--	--

"Road Closed" signs requested?	Yes	<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> No
---	-----	--

Will you be providing portable restrooms and wash stations?	Yes	<input checked="" type="checkbox"/> 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

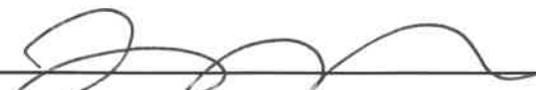
**DEPOSIT REQUIREMENTS**

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

4/17/25  
 \_\_\_\_\_  
 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	<b>TOTAL FEES</b> _____
_____ 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 \_\_\_\_\_



210 Cottonwood Avenue  
 Hartland WI 53029  
 262-367-2714 FAX: 262-367-2430  
[www.villageofhartland.wi.gov](http://www.villageofhartland.wi.gov)

### SPECIAL EVENT PERMIT APPLICATION

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

**FEEES ARE NON-REFUNDABLE**

**APPLICATION AND PERMIT FEES ARE REQUESTED 60 DAYS PRIOR TO YOUR EVENT. EVENTS WITHIN 60 DAYS ARE SUBJECT TO DENIAL BY VILLAGE STAFF OR THE VILLAGE BOARD.**

ORGANIZATION INFORMATION			
Name of Organization <i>Hartland Public Library</i>			
Street Address <i>110 E. Park Ave.</i>	City <i>Hartland</i>	State <i>WI</i>	Zip <i>53029</i>
Phone Number <i>262-367-3350</i>	Are you a 501(c)3 Organization?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Event Contact Person (First & Last Name) <i>Andy Kristensen</i>			
Address <i>Same as Library</i>	City _____	State _____	Zip _____ →
Email <i>akristensen@hartland.lib.wi.us</i>	Phone Number <i>Same as above</i>	Day of Event Phone Number <i>262-957-4919</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. <i>N/A</i>			

EVENT INFORMATION	
Name of Event <i>Summer Reading Program Kickoff</i>	Date(s) of Event <i>June 6, 2025</i>
Event Start Time <i>5 PM</i>	Event End Time <i>7 PM</i>
Location of the Event* <i>Nixon Park</i>	
Will your event take place in a Village of Hartland Park?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<p><b>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.</b></p> <p><b>*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.</b></p>	

**OTHER INFORMATION**

Generally describe your event and its purpose

kickoff event for 2025 summer reading program. We'll have crafts, sign up booth, food vendor, ice cream, inflatables, a DJ, and a character performer.

Estimated Number of Participants 1,000+	Spectators N/A	Vendors 1 Food Truck
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Will alcohol be sold/served? <i>If yes, liquor and bartender licenses are necessary under separate application.</i>	Yes	<input checked="" type="radio"/> No
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Will you be selling/serving food?	Yes	<input checked="" type="radio"/> No
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Will you have food trucks? <i>If yes, you will need to obtain Outside Food Vendor Permits under separate application.</i> One food truck	<input checked="" type="radio"/> Yes	<input type="radio"/> No
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If yes, how many food trucks will be at the event?	1	
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Will you be selling merchandise? <i>If yes, you will need to obtain a Solicitor's Permit under separate application.</i>	Yes	<input checked="" type="radio"/> No
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Does the event involve fireworks? <i>If yes, you will need to obtain a Fireworks Permit under separate application.</i>	Yes	<input checked="" type="radio"/> No
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Does the event involve amplified music?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
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If yes, will the amplified music be a:	Band	<input checked="" type="radio"/> DJ
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Hours of amplified music:	5-7 PM	
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*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	<input checked="" type="radio"/> No
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Hours of street closure:	N/A	
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Diagram for Street Closure Provided?	Yes	<input checked="" type="radio"/> No
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Will you need barricades provided by the Village for your event?	Yes	<input checked="" type="radio"/> No
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How many barricades needed for your event?	N/A	
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"Road Closed" signs requested?	Yes	<input checked="" type="radio"/> No
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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>	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> No Inflatables
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Will you be providing portable restrooms and wash stations?	Yes	<input checked="" type="radio"/> No
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**OTHER INFORMATION CONTINUED***If yes, how many will you provide and where will they be located? Also how will solid waste be disposed of?*

N/A

Will you provide parking for participants?

Yes

No

*If yes, where will parking be available?*

Normal Nixon Park parking

Will you provide a dumpster/clean-up services?

Yes

No

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

Garbage cans at Nixon Park

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.	4-17-25		Scott	per Scott
Clerk	4-17-25		Scott	
Fire	4/21/26		Scott	
Police	4/17/25		Chief Mirsko	
Public Works	4/17/25		JH	
Rec				

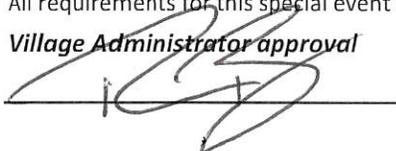
Fees

\_\_\_\_\_ 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



4/17/25

