



## Village of Hartland

210 Cottonwood Avenue

Hartland WI 53029

PH: 262-367-2714

FAX: 262-367-2430

[www.villageofhartland.wi.gov](http://www.villageofhartland.wi.gov)

### PARK AND RECREATION BOARD AGENDA

MONDAY FEBRUARY 2, 2026

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 November 3<sup>rd</sup>, 2025 meeting.

#### Recreation –

2. Discussion and Consideration of Special Event for Hartland Chamber of Commerce Summer Market at Nixon Park, Elise Miller.
3. Discussion and consideration of Special Event for Bark River Bash, May 2, 2026, at Nixon Park, Kiwanis.
4. Discussion and consideration of for Baby Goat Yoga, May 31<sup>st</sup>, 2026, Nixon Park, Wisconsin Athletic Club.
5. Discussion/update on Hometown Celebration.

#### Public Works -

6. Discussion on Memorial Plaque at Nixon Park to honor people that have given time or worked for Hartland.

#### Other Items for Consideration

7. 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.
8. 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 NOVEMBER 3, 2025  
7:00 PM**

Present: Tim Hallquist, Shaunta De Boer, and Nick Miller, Kathy Van Thiel, Craig Eisenhut, and Rick Conner

Excused: Randy Ferrell

Others: Sam Blonien, Tom Jenson, Elise Miller.

**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.)

**1. Consideration of a motion to approve the Park and Recreation minutes of October 6, 2025, meeting**

Motion (Miller/de Boer) to approve October 6, 2025, minutes. Motion carried (6-0).

**2. Discussion of the Farmers Market at Nixon Park and cost for annual usage fee for the Farmers Market**

Elise and Sherry, who manages the farmer's market, presented a proposal to relocate the farmer's market from its current location to Nixon Park. The discussion began with an examination of potential locations within the park, focusing initially on the food truck area - the first parking lot on the left as you enter from E. Park Ave, which contains 12 parking spots. However, it was noted that vendors had concerns about unloading their vehicles weekly.

The preferred location was identified as 20 parking spots in the lower parking lot, where vendors could back their vehicles into the spots with foot traffic along the grass. If the market grows beyond 20 vendors, overflow would be accommodated in the area between the stage and the parking lot. Most vendors operate from pickup trucks with easy-up tents or SUVs with open hatches rather than trailers.

Timing was a significant discussion point. Originally proposed for Sundays from 11 AM to 2 PM, vendors expressed reluctance about afternoon hours since they currently operate from 9 AM to 1 PM. Sherry mentioned that her honey vendor said no to the afternoon hours, while the quail egg vendor might only come once or twice a month. The group discussed various time options, with consideration for the beer garden's Sunday hours of 12-4 PM, ultimately settling on flexibility between 10 AM to 2 PM to accommodate vendor preferences while still capturing beer garden traffic.

The proposed fee structure included raising vendor fees from \$50 to \$150 annually (doubling the current rate), with the chamber absorbing various costs including a \$500 park permit fee, marketing expenses, website development, credit card processing fees, and staff time. Business spotlights would be offered at additional fees for companies wanting promotional presence without weekly attendance. Single-day fees would increase from \$10 to \$30.

Board members expressed concern about the vendor fee increase, noting that while Oconomowoc charges \$350 annually, the proposed \$150 (about \$7.50 per Sunday for 20 weeks) seemed reasonable. The season would run from Memorial Day weekend through October 15th.

The chamber would manage all aspects including accepting vendor fees, marketing (currently only a Facebook group exists), building a dedicated website, and covering all associated expenses. The board discussed the need for a contract outlining terms, similar to arrangements with other park users. It was suggested that staff

could draft an agreement using the special event permit framework rather than requiring attorney involvement for this initial year.

The board agreed to the concept and location, pending finalization of exact hours with vendor input and development of a formal agreement. No formal motion was made as this was a discussion item, with plans to bring a refined proposal back to the board.

### **3. Discussion and consideration to raise prep fees and field rentals**

Public Works Director Jenson presented an analysis of field preparation costs and rental fees. Current prep fees of \$60 do not cover actual costs, which average \$79.02 when factoring in labor (both summer help and full-time staff), chalk, and paint. Equipment costs would make the figure "astronomical" if included.

Compared to neighboring communities, New Berlin charges \$80 (the highest), which includes both field rental and prep. Pewaukee charges \$70, while Oconomowoc charges \$30 but has the Legion prep their fields rather than municipal staff. Hartland currently charges a \$45 field rental fee for larger fields and \$40 for smaller fields, plus the \$60 prep fee, totaling \$105 - placing Hartland at the top of the range.

Board members discussed various options, including restructuring fees to lower reservation fees (which require minimal administrative effort) while raising prep fees to better reflect actual costs. However, it was noted this could result in lost revenue from practice reservations that do not require field prep. Ultimately, the board decided on a simple \$10 increase across the board.

Motion (Eisenhut/de Boer) to raise the field prep fee by \$10, increasing it from \$60 to \$70 for regular fields and from \$20 to \$25 for small fields (T-ball fields that only require chalk). Motion carried (6-0).

### **4. Discussion and consideration of Arrowhead Youth Lacrosse Agreement for 2026**

The Public Works Director presented the Arrowhead Youth Lacrosse Agreement for 2026, noting it was identical to the previous year's agreement. He reported no issues with the group during the past year, with no field damage or other problems.

The only highlighted change in the agreement specified that goals and equipment must be removed from the park at the close of each season. During the season, equipment is typically stored next to the field or near the bathroom facilities. The requirement prevents equipment from being damaged over winter or becoming targets for mischief.

Discussion arose about ownership of the stands, press box, and scoreboard at Centennial Park. The chair noted these facilities are owned by the Lake Country Chiefs, who no longer play at that location, having moved to turf fields. The possibility of removing these structures to reconfigure the field was raised, though the Public Works Director indicated he would need to research ownership records further.

Motion (Eisenhut/Conner) to approve the Arrowhead Youth Lacrosse agreement for 2026. Carried (6-0).

### **5. Announcements**

The Public Works Director reported that parks are currently shut down for the season. Work continues on the splash pad building, with extensive plumbing reconstruction underway. The original schedule of 80 plastic piping required complete reconfiguration. The main driver for the building renovation was bringing the facility into compliance with backflow prevention requirements - a particularly important issue given the village operates the water utility.

Working on a new splash pad building and plumbing. It was stated the updates were needed due to non-compliance. They are still working on it, composite decking, fan with humidity thermostat to keep controls cool.

Leaf collection trucks are operating throughout the village, and the weather forecast shows possible snow for Sunday, prompting preparations for winter operations.

Recreation said the winter/spring recreation guide is at the printer and should arrive in mailboxes within two weeks. The holiday train event will go before the village board next week for approval, with the first staff kickoff meeting scheduled for this week.

## 6. Adjourn

Motion (Eisenhut/de Boer) to adjourn.

Meeting adjourned at 7:44pm.

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 <i>Hartland Chamber of Commerce</i>			
Street Address <i>300 Cottonwood Ave</i>	City <i>Hartland</i>	State <i>WI</i>	Zip <i>53029</i>
Phone Number <i>262-<del>367</del>-367-7059</i>	Are you a 501(c)3 Organization?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Event Contact Person (First & Last Name) <i>Elise Miller</i>			
Address <i>1143 Forseth Dr.</i>	City <i>Hartland</i>	State <i>WI</i>	Zip <i>53029</i>
Email <i>chamberdirector@hartland-wi.org</i>	Phone Number <i>262-367-7059</i>	Day of Event Phone Number <i>262-328-3435</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>Hartland Chamber of Commerce: Summer Market Series</i>	Date(s) of Event <i>6/14/26, 7/12/26, 9/13/26</i>
Event Start Time <i>11:00 am</i>	Event End Time <i>3:00 pm</i>
Location of the Event* <i>Nixon Park</i>	
Will your event take place in a Village of Hartland Park? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<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>	
<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>	

**OTHER INFORMATION**

Generally describe your event and its purpose

Host a vendor market to promote local businesses + attract commerce to Hartland.

Estimated Number of Participants 100	Spectators 80	Vendors 20
---	------------------	---------------

Will alcohol be sold/served? *If yes, liquor and bartender licenses are necessary under separate application.* Beer Garden  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.* Vendors will be, not the Chamber  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.*  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?*

Nixon Park lot

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? *Cancel*

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.

*[Handwritten Signature]*

Signature of Applicant

*12/16/25*

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.	<i>1-16-26</i>		<i>SP per SH</i>	
Clerk	<i>1-16-26</i>		<i>[Signature]</i>	<i>map accurate?</i>
Fire	<i>1/7/24</i>		<i>[Signature]</i>	
Police	<i>1/21/26</i>		<i>Chief [Signature]</i>	
Public Works	<i>1/8/26</i>		<i>[Signature]</i>	<i>Reminders attached</i>
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

\_\_\_\_\_

\_\_\_\_\_

TJ

## Requested Conditions For Event Chamber Summer Market

- Diggers Locate must be made
- Must Fill up the North side of West Path from FAC to E Park
- Parking lot must be barricaded off ~~from~~ by organizer prior to event to ensure park user do not park in these spots

opposite side of lighted bollards, if the south side must be used organizer is responsible for any damage to inter-ground wiring from stakes from tents

- Responsible to take trash to ~~provided~~ <sup>provided</sup> dumpsters located in Park



# VILLAGE OF HARTLAND

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

## PARK FACILITY RESERVATION APPLICATION

Organization name (if applicable): Hartland Chamber of Commerce

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

Point of contact name: Elise Miller

Phone number: 262-367-7059 Email: chamberdirector@hartland-wi.org

Address: 300 Cottonwood Ave. Ste 12, Hartland, WI 53029

Additional contact: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

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

[Signature]

Signature

12/16/25

Date

## RENTAL INFORMATION

Reservation date: 6/14/26, 7/12/26 Event type: Summer Market Series

Arrival time (including set up): 9/13/26 9:30 AM Departure time (including clean up): 4:00 pm

Attendance: 100 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 (Map Attached)

### Rental Fee (based on attendance)

Attendees	Resident	Non-Resident
<input type="checkbox"/> 0 - 50	\$85.00	\$140.00
<input checked="" 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 checked="" 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: 12/19/25 1:15 PM 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.



## SPECIAL EVENT PACKET

*Special event* means any activity, which occurs upon public or private property that will affect the standard and ordinary use of public streets, public parks, rights-of-way, or sidewalks, and/or which requires extraordinary levels of village services. This may include, but is not limited to, fairs, festivals, sporting events, foot runs, bike races, markets, parades, exhibitions, auctions, and dances.

- Step 1:** Complete the **Special Event Permit Application** Fee: \$75

**Alcohol:** Will alcohol be sold or served? You will need to contact the Village Clerk or Deputy Clerk to discuss.

**Food:** Will you be selling or serving food? Food vendors need to complete a Park Food Vendor Application – fees are on page 3 of the application. Each vendor needs an (1) application, (2) certificate of insurance and (3) mobile/restaurant license submitted with the application and fee. Food trucks must vend from indicated areas on the enclosed map. If your event is not in a park and you would like food vending, you will need to contact the Village Clerk or Deputy Clerk to discuss.

**Map:** You must attach a detailed map of your event indicating the specific location and layout, including vendors, generators, parking, proposed road closures, structures and portable toilets. If your event is large, it is helpful to include an event summary that you prepare on a separate page. The more information you include, the fewer questions the Park Board and/or Village Board will have.

- Step 2:** If you would like your event at a Village Park, you will need to complete a **Park Facility Reservation Application**, fee and deposit are determined by attendance. There is a separate application for the Fine Arts Center (available online or in Administration Office).
- Step 3:** Submit all applications and fees in person at the Administration Office in Village Hall. Your certificate of insurance is required before the permit is issued. Food vendor applications may be submitted separately.
- Step 4:** You will need to appear at a Park Board and/or Village Board meeting to answer any questions about your event



The information and depictions herein are for informational purposes and Waukesha County specifically disclaims accuracy in this reproduction and specifically admonishes and advises that if specific and precise accuracy is required, the same should be determined by procurement of certified maps, surveys, plats, Flood Insurance Studies, or other official means. Waukesha County will not be responsible for any damages which result from third party use of the information and depictions herein, or for use which ignores this warning.

Legend

- Plats
- Retired Plats
- Municipal Boundary\_2K
- FacilitySites\_2K\_Labels
- Parcel\_Dimension\_2K
- Note\_Text\_2K
- Lots\_2K
- Lot
- Unit
- General Common Element
- Outlot
- SimultaneousConveyance
- Assessor Plat
- CSM
- Condominium
- Subdivision
- Cartoline\_2K
- EA-Easement\_Line
- PL-DA
- PL-Extended Tie\_line
- PL-Meander\_Line
- PL-Note
- PL-Tie
- PL-Tie\_Line
- <all other values>
- Road Centerlines\_2K
- Railroad\_2K
- TaxParcel\_2K
- Waterbodies\_2K\_Labels
- Waterlines\_2K\_Labels
- Municipal Boundary\_5K
- FacilitySites\_5K\_Labels
- Waterbodies\_5K\_Labels
- Waterlines\_5K\_Labels
- Railroad\_5K
- SimultaneousConveyance
- Assessor Plat

Notes:

Printed: 1/27/2026





# CERTIFICATE OF LIABILITY INSURANCE

OP ID: SS

DATE (MM/DD/YYYY)  
10/28/2025

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 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> Icon Insurance Service Corp 557 Cottonwood Ave Suite 108 Hartland, WI 53029 Sandra E Spanaus	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____ PRODUCER CUSTOMER ID #: <b>HARTL-1</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Hartland Chamber of Commerce 300 Cottonwood Ave Suite 12 Hartland, WI 53029	<b>INSURER A :</b> Hartford	
	<b>INSURER B :</b>	
	<b>INSURER C :</b>	
	<b>INSURER D :</b>	
	<b>INSURER E :</b>	
	<b>INSURER F :</b>	

**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	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY	X		83SBAAB5412	10/09/2025	10/09/2026	EACH OCCURRENCE	\$ 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 2,000,000
							GENERAL AGGREGATE	\$ 4,000,000
							PRODUCTS - COMP/OP AGG	\$ 4,000,000
							GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	\$
A	AUTOMOBILE LIABILITY			83SBAAB5412	10/09/2025	10/09/2026	COMBINED SINGLE LIMIT (Ea accident)	\$ 2,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (PER ACCIDENT)	\$
	<input checked="" type="checkbox"/> HIRED AUTOS							\$
<input checked="" type="checkbox"/> NON-OWNED AUTOS		\$						
	UMBRELLA LIAB						OCCUR	
	EXCESS LIAB						CLAIMS-MADE	
	DEDUCTIBLE							\$
	RETENTION \$							\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	N/A	83WECAB8SYL	10/09/2025	10/09/2026	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS	<input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT	\$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$ 100,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000

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

For event: Sunday June 14th 2026, Sunday July 12 2026, Sunday Sept 13 2026  
Nixon Park WI  
Certificate holder is listed as additional insured.

**CERTIFICATE HOLDER****CANCELLATION****VILLAGE**

Village Of Hartland  
210 Cottonwood Avenue  
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  
Sandra E Spanaus

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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 Kiwanis of Greater Hartland			
Street Address PO Box 444	City Hartland	State WI	Zip 53029
Phone Number 262-844-3266	Are you a 501(c)3 Organization?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Event Contact Person (First & Last Name) Jim Muenzenberger or Lynn Muenzenberger 262-844-3265			
Address 182 Warren Ave	City Hartland	State WI	Zip 53029
Email jlmuenzenberger@yahoo.com	Phone Number 262-844-3266	Day of Event Phone Number 262-844-3266	
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 Bark River Bash	Date(s) of Event May 2, 2026
Event Start Time 8:00am	Event End Time 3:00pm
Location of the Event* Nixon Park & Centennial Park	
Will your event take place in a Village of Hartland Park? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<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>	
<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>	

OTHER INFORMATION			
Generally describe your event and its purpose Kayak / Canoe paddle down the Bark River, starting near Centennial Parking lot and finishing near the playground in Nixon Park. Duck derby from covered bridge (Bark River Greenway) to Nixon Park. Event to include vendor booths along Nixon Park path and/or T-ball area. Beer Snobs to open Beer Garden. Music in handshell. Inflatables (bounce house, obstacle course) near playground.			
Estimated Number of Participants unknown - weather dependent	Spectators	Vendors unknown - possibly n 50	
Will alcohol be sold/served? <i>If yes, liquor and bartender licenses are necessary under separate application.</i> Beer Snobs to open Beer Garden		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will you be selling/serving food? <i>(upto \$)</i> A few vendors to sell food with Food Vendor Permit		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will you have food trucks? <i>If yes, you will need to obtain Outside Food Vendor Permits under separate application.</i>		<input type="checkbox"/> Yes	<input 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>		<input checked="" type="checkbox"/> 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>		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the event involve amplified music?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, will the amplified music be a:		<input checked="" type="checkbox"/> Band	<input type="checkbox"/> DJ
Hours of amplified music:		10:00 am - 2:00 pm	
<b>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.</b>			
Is street closure requested?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Hours of street closure:			
Diagram for Street Closure Provided?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you need barricades provided by the Village for your event?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
How many barricades needed for your event?			
"Road Closed" signs requested?		<input type="checkbox"/> 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> Inflatables, Vendors		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will you be providing portable restrooms and wash stations?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**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

1/21/2024  
 \_\_\_\_\_  
 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** \_\_\_\_\_

**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?*

Nixon parking areas, Centennial parking lot, street parking, municipal lots.

Will you provide a dumpster/clean-up services?

Yes  No

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

Use park receptacles

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.



**Front** ←

**#**  
Booth  
12' x 12'

E Park Ave

Lake Country  
Rotary Splash Pad  
Kids' summertime  
outdoor spray park

Nixon

E Park Ave

# Vendor Locations

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.



1  
2  
3a

16 15 14 13 12 11 10 9 8 7 6 5 4

3b

Music

5

AVE

WORTH

Ice Age Nat



# VILLAGE OF HARTLAND

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

## PARK SHELTER USE APPLICATION

Organization name (if applicable): Kiwanis of Greater Hartland

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

1/21/26  
Date

## RENTAL INFORMATION

Reservation date: May 2, 2026 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

## 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.

*\*Requesting fees waived*

**Rental Fee** (based on attendance)

Attendees	Resident	Non-Resident	Refundable Deposit
<input type="checkbox"/> 0 - 50	\$85.00	\$140.00	NA
<input type="checkbox"/> 51 - 100	\$100.00	\$155.00	NA
<input type="checkbox"/> 101+	\$150.00	\$205.00	\$300.00

**Rental Fee** \_\_\_\_\_  
**Tax (5%) on rental fee** \_\_\_\_\_  
**Deposit (if applicable)** \_\_\_\_\_  
**Total Due** \_\_\_\_\_

### Park Shelter/Open Space

- Bark River (may not use if athletic field is reserved)
- Centennial Park - *Kayak's 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)

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

Total: \_\_\_\_\_

Date entered: \_\_\_\_\_

Permit Number: \_\_\_\_\_

*Open Space at Nixon Park for vendors and inflatables.*

# 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.
- Bounce houses, dunk tanks, climbing walls and all other structures that require staking are prohibited unless a Special Event Application has been completed and approved by the Village Board.
- 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. Tables cannot be removed from the shelter area and should be left in the same position they were found in. 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. Tents must be secured with sandbags or weights. Staking tents is prohibited.
- 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 the Municipal Code.

## REFUNDS

- In the event of cancellation, permit fee may be refunded. A 20% 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.
- Trash is collected once a day in the morning. Please plan accordingly.



## 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.



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 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?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Event Contact Person (First & Last Name) Katie Harn			
Address 560 S Industrial Dr	City Hartland	State WI	Zip 53029
Email kharn@thewac.com	Phone Number 262-367-4999	Day of Event Phone Number 920-539-3007	
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 Boat Yoga	Date(s) of Event 6/30/26
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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<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>	
<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>	

OTHER INFORMATION			
Generally describe your event and its purpose A one time special event hosted by WTC Lake County. Baby goats provided by a farm while a yoga class takes place. Fenced in area and WTC employees onsite			
Estimated Number of Participants 40-50	Spectators	Vendors	
Will alcohol be sold/served? <i>If yes, liquor and bartender licenses are necessary under separate application.</i>		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will you be selling/serving food?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will you have food trucks? <i>If yes, you will need to obtain Outside Food Vendor Permits under separate application.</i>		<input type="checkbox"/> 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>		<input type="checkbox"/> 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>		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the event involve amplified music?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, will the amplified music be a:		<input type="checkbox"/> Band	<input type="checkbox"/> DJ
Hours of amplified music:			
<i>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.</i>			
Is street closure requested?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Hours of street closure:			
Diagram for Street Closure Provided?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will you need barricades provided by the Village for your event?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
How many barricades needed for your event?			
"Road Closed" signs requested?		<input type="checkbox"/> Yes	<input 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. Small fence</i>		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will you be providing portable restrooms and wash stations?		<input type="checkbox"/> 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.*

WFC Staff and Farm will take down fence after event is complete

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.

*Katie M*

*1/26/26*

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	<i>1-27-26</i>		<i>B. DiIacello</i>	
Fire				
Police	<i>1-27-26</i>		<i>Chief Misko</i>	
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**

\_\_\_\_\_



# VILLAGE OF HARTLAND

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

## PARK FACILITY RESERVATION APPLICATION

Organization name (if applicable): Wisconsin Athletic Club

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 Email: kharn@thewac.com

Address: 560 S Industrial Dr.

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 M

Signature

1/26/24

Date

## RENTAL INFORMATION

Reservation date: 5/31/26 Event type: Group 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 open space by Pickleball courts

### 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 \_\_\_\_\_

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

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

**Park Food Vendor fees:**

**\*Carts -**

- a. Resident or Hartland business \$75 per day, \$300 per year.
- b. Non-Resident or Non-Hartland business \$100 per day, \$1000 per year.

**\*Trucks/Trailers -**

- a. Resident or Hartland business: \$75 per day, \$500 per year.
- b. Non-Resident or Non-Hartland business \$100 per day, \$1000 per year.
- c. In conjunction with a special event, \$75 per day.

**Payment Method (check all that apply)**

**Check** - Payable to: Village of Hartland – If for any reason a check is returned as “insufficient funds” a service fee of \$25 is charged. Full payment plus service fee must be paid in full to become registered.

**Cash**

**Credit Card** – A convenience fee of 3% will be added to your payment for credit and debit card payments +\$.50 if under \$100.

**Required Information for Credit Card Transactions (write legibly)**

Check one:

- Visa
- Master Card
- Discover
- American Express

Total Amount \$ \_\_\_\_\_ Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Entire name as it appears on the credit card (please print legibly) \_\_\_\_\_

Signature (required) \_\_\_\_\_

*This portion of the form will be destroyed after transaction is complete.*



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/9/2025

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> Acrisure Midwest Partners Insurance Services LLC 16805 W. Cleveland Avenue New Berlin WI 53151	<b>CONTACT NAME:</b> Ben Starr <b>PHONE (A/C, No, Ext):</b> 414-421-3800 <b>E-MAIL ADDRESS:</b> info@starrgroup.com		<b>FAX (A/C, No):</b> 414-421-6145
	<b>INSURER(S) AFFORDING COVERAGE</b>		
<b>INSURED</b> Wisconsin Athletic Club, LLC 10840 West Rogers Street West Allis WI 53227	<b>WISCATH-01</b>	<b>INSURER A :</b> West Bend Mutual Insurance Company	<b>NAIC #</b> 15350
		<b>INSURER B :</b> Hiscox Insurance Company Inc.	10200
		<b>INSURER C :</b>	
		<b>INSURER D :</b>	
		<b>INSURER E :</b>	
		<b>INSURER F :</b>	

**COVERAGES**

CERTIFICATE NUMBER: 851240140

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 INSD	SUBR 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 checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		A383210	5/1/2025	5/1/2026	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y		A383210	5/1/2025	5/1/2026	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			A383210	5/1/2025	5/1/2026	EACH OCCURRENCE	\$ 10,000,000
							AGGREGATE	\$ 10,000,000
								\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
A B	Liquor Liability Errors & Omissions			A383445 ANE5130163.24	5/1/2025 5/4/2025	5/1/2026 5/4/2026	Limit: \$1,000,000 Limit: \$1,000,000	Retention: \$2,500

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

**CERTIFICATE HOLDER****CANCELLATION**

~~Proof of Insurance~~

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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This map is not a survey of the actual boundary of any property this map depicts.

**DISCLAIMER:**

**Village of Hartland GIS**

**Village of Hartland**

210 Cottonwood Ave  
Hartland, WI 53029

262-367-2714

VILLAGE OF  
HARTLAND  
WISCONSIN

