



Village of Hartland

210 Cottonwood Avenue

Hartland WI 53029

PH: 262-367-2714

FAX: 262-367-2430

www.villageofhartland.wi.gov

PARK AND RECREATION BOARD AGENDA - AMENDED

MONDAY MARCH 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 nominate a Chairperson Pro-Tem in the absence of Chairperson Hallquist -
2. Consideration of a motion to approve the Park and Recreation minutes of the February 2nd, 2026, meeting.

Recreation –

3. Discussion and Consideration of Special Event for Hartland Kids Day 2026.
4. Discussion and consideration of Special Event for Hometown Celebration.
5. Discussion and consideration of Special Event for Hartland's National Night Out.

Other Items for Consideration

6. Announcements: It is not contemplated that these matters will be discussed or acted upon and may include items for future consideration. The following individuals may provide announcements: Park and Recreation Board members or other Village Staff members.
7. Adjourn
Deidre Bushéy
Deputy Clerk

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

**PARK AND RECREATION BOARD MINUTES
MONDAY FEBRUARY 2, 2026
7:00 PM**

Present: Tim Hallquist, Shaunta De Boer, Nick Miller, Kathy Van Thiel, Randy Ferrell, and Rick Conner via phone with arrival at 7:30pm.

Absent: Craig Eisenhut

Others: Sam Blonien, Tom Jenson, Elise Miller, and Jim Muenzenberger.

7:00 PM Call to Order

Public comments for those items not included on this agenda: (Please be advised the Park and The Park & 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.)

Call to Order

1. Consideration of a motion to approve the Park and Recreation minutes of the November 3rd, 2025, meeting -

Motion (Conner/de Boer) to approve November 3, 2025, minutes. Motion carried (6-0).

Recreation –

2. Discussion and Consideration of Special Event for Hartland Chamber of Commerce Summer Market at Nixon Park, Elise Miller-

Elise Miller presented the proposal for a Summer Market series to be hosted by the Chamber of Commerce. She began by explaining the background: "We had originally discussed in this fall, sometime maybe November, about bringing the farmer's market over to Nixon Park. That did not work out as we had hoped."

Mrs. Miller proposed four Sunday afternoon dates for the Summer Market series hosted by the Chamber of Commerce: June 14th, July 12th, and September 13th, with an August date to coincide with the street dance. She clarified that the August event would not affect the park but would be part of the marketing for the four-part series.

When asked about the farmer's market, it was confirmed it would continue at its usual location, noting that the farmer's market leader had just received approval at the last board meeting.

Mrs. Miller presented a map showing proposed vendor locations. She explained her primary preference: "My first ask would be to put the vendors in the parking lot area like we had discussed originally with the farmers' market. So, this would be the overflow if I had more than 20 vendors." She indicated that secondary spots would be along the path to the north if needed.

Jenson asked about the specific area between the path and parking lot. Elise clarified it would serve as overflow space, with the parking lot being the primary vendor location.

Tim Hallquist questioned the choice of location, asking if they were trying to stay out of the sun and why they were not using the grassy area behind the bleachers near the band shell. Elise explained she was flexible on location but wanted to offer chamber members the opportunity to park their vehicles in spots as a marketing feature for featured vendors.

Nick Miller, identifying himself as Elise's husband, played devil's advocate, raising several concerns: "With that idea, the vendors will all be facing the opposite way of where they're trying to attract the beer garden. You know, they'll be facing the splash pad." He also expressed concern about taking away parking spaces from park visitors and safety issues with vehicles in the parking lot during the event.

The discussion evolved around vendor placement, with Tim suggesting the grassy area would be safer and would not take away parking. Miller supported this view, emphasizing his consistent position about preserving parking spots for park visitors. Mrs. Miller remained open to adjusting the layout based on registration numbers, stating: "I'm not saying it's set in stone that I'll do one thing or the other. I kind of want to see where my registration lays out and go from there."

A significant discussion arose about solicitor's permits. Mrs. Miller said the Village Clerk had asked her to have vendors fill out solicitor's permits at \$100 per vendor. Hallquist noted this seemed like something new. Elise expressed concern: "I'm not going to get a vendor that has to pay 100 dollars solicitor's permit plus whatever I'm charging them." She offered to have the Chamber pay one \$100 permit for the entire year but would not require individual vendors to pay.

Jenson said they would need to check with Sandee about the specific requirements, as this appeared to be a new policy. The discussion touched on whether this might be related to insurance issues or food vendor requirements, but no one was certain of the reasoning.

Jenson asked about other logistics, including diggers hotline requirements for any stakes in the ground, responsibility for trash cleanup, and the need to cone off parking spots Saturday night to ensure availability for Sunday's event.

During discussion, Elise confirmed the event hours would be 11 AM to 3 PM, with vendor arrival at 9:30 AM and cleanup by 4 PM. The Chamber is responsible for the trash and for coning. Mrs. Miller said that the Beer Garden will do the cones on Saturday night.

Motion (Ferrell/Miller) to recommend approval to the Village Board for the Chamber Summer Market, at Nixon Park on specified days, pending solicitor fees. Motion carried (6-0).

3. Discussion and consideration of Special Event for Bark River Bash, May 2, 2026, at Nixon Park, Kiwanis -

Jim Muenzenberger presented on behalf of the Kiwanis Club for their sixth annual Bark River Bash event. He began by noting a significant change: "We had before cosponsored or co-hosted this with the business improvement district, and they have decided to just let us go on our own now."

Muenzenberger outlined the familiar components of the event, including the kayak and canoe launch from Centennial Park, with helpers assisting participants and parking available there. The main event at Nixon Park would run from 9 AM to 3 PM, with activities from 10 AM to 2 PM. The duck race would launch from the Senor Tomas parking lot area and culminate at Nixon Park. The Kiwanis requested use of the Fine Arts Center and Shelter 4, maintaining the same setup as previous years where food vendors requiring electricity could use the warming shed's power on the pad. Muenzenberger expressed hope to increase vendor participation back to 40-50 vendors, noting they had fewer last year. He emphasized vendor preferences based on feedback: "We've had feedback with our vendors that even though we've put them in the grassy area behind the bleachers as you so called it there, they felt that they were out of the action and got less traffic there, so he would like the vendors along the path.

The discussion turned to the \$100 solicitor's permit issue raised earlier. Jim expressed concern about the financial impact on vendors: "We are charging them 25 a pop... I think they're going to have sticker shock if it becomes 125." He noted that local food vendors like Creo Cafe were already paying the \$75 food vendor fee, but additional charges might create "a ghost town" for vendor participation.

Hallquist asked about the event's beneficiary. Muenzenberger explained: "Kiwanis is always a children's-based organization. This year, again, I think we are targeting the library still." He noted they had funds set aside but were waiting for the library to specify how the funds would be used. Muenzenberger mentioned they might return to supporting local schools in the future.

Hallquist made the connection that since vendors were only being charged \$25 and all profits went to charity; this justified the fee waiver request. Muenzenberger confirmed they had received fee waivers for the first four years but not last year.

The discussion covered logistical details including power requirements. Muenzenberger explained they could draw power from both the Fine Arts Center and Shelter 4, having successfully run four Nescos in the past without issues. Jenson suggested the pavilion behind the Fine Arts Center as an alternative location for food vendors, noting it had adequate power and weather protection. Muenzenberger mentioned that Beer Snobs had expressed interest in running the beer garden, though this would need to be coordinated with the village's contractor arrangements. Regarding the kayak/canoe portion, Muenzenberger requested temporary loading zones on Park Avenue's south side for participants to load their watercraft. He noted people currently had to drag equipment long distances through crowds. Board members discussed various options, with some participants already using the 300 Cottonwood building parking lot for loading. Jim reported minimal issues with the event, noting only about a dozen of the 1,000 ducks typically went unaccounted for, suspecting "light-fingered kids" might snatch some as souvenirs. Tim reminded Jim to coordinate final details with Tom once everything was finalized. The motion passed unanimously.

Motion (Van Thiel/Conner) to recommend approval to the Village Board of Bark River Bash, May 2, 2026, Nixon Park, Kiwanis with the request of the fees waived and pending the cost of for the Vendors. Motion carried (6-0).

4. Discussion and consideration for Baby Goat Yoga, May 31st, 2026, Nixon Park, Wisconsin Athletic Club -

Rec Director Blonien presented this item on behalf of Katie, who was unable to attend due to illness. He explained this event had been successfully held for the past couple of years at Nixon Park using the same area as previously.

The event would take place on May 31st, with staff setting up fencing and handling all cleanup afterward. Jenson confirmed he had no issues with the baby goats, and board members noted the event's growing popularity. Miller commented: "I hear good things about it all the time. It is booked every year. It sells out." He added that the event was always well-organized with no mess left in the park.

Motion (de Boer/Ferrell) to recommend approval to the Village Board for Baby Goat Yoga, May 31st, 2026. Motion carried (6-0).

5. Discussion/update on Hometown Celebration -

Blonien provided a comprehensive update on Hometown Celebration planning. The entertainment lineup was confirmed with Stetson on Thursday, Myles Wangerin on Friday, and Bella Cain on Saturday. She announced a significant change that the fireworks on Friday are going to start a little bit later, so they are going to be starting at 10, not 9:30.

They were still seeking a band to play during the day on Saturday, as Blonien explained: "We had the carnival and everything was running, and we had no music happening until Bella Cain started that night." They discussed using the speakers from the pumpkin party movie night to provide background music.

Blonien also said that the community band has declined to play this year. The band cited two issues: the carnival was too loud last year, and they did not have the grassy area available for their fans. Hallquist questioned whether the carnival's music would suffice, but Blonien explained they wanted music by the beer tent to draw people during the day.

A cornhole tournament was recommended for Saturday.

Blonien confirmed the carnival booking with Lake Enterprises, a new company since last year's carnival was unavailable. He shared positive details: "He's done rib fest, so he's done, like, bigger productions and everything. So, he is really excited. He just got bumper cars."

Blonien said the carnival would now extend through Sunday with daily wristband deals. The carnival company was based in Eagle and most staff would not stay overnight in the park, reducing potential issues.

Blonien reported the sponsorship support at \$26,000, with Culver's confirmed as presenting sponsor and Bank Five Nine sponsoring the concert series again.

No formal motion was required for this informational update.

Public Works -

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

Jenson introduced this item, explaining it originated from the last Village Board meeting when Jeff requested a Park Board discussion. The conversation began with the recent naming of Castle Park as Lamerand Park, approved at the last village board meeting.

Jenson showed proof designs for new signage at Castle Lamerand Park, with a tentative ribbon-cutting ceremony planned for June 20th. Miller added interesting context: "The coolest part about that because he definitely deserves it is that's his backyard... I lived right next to him when we first moved here, so it's literally his backyard."

Jenson explained they were transitioning to new composite signs throughout the village, costing about \$1,200 for two signs plus \$80 per post, noting these would "last forever" compared to current signs requiring regular maintenance.

The discussion turned to a broader memorial concept. Hallquist recalled previous board discussions about creating a memorial wall, originally considering the location "out in that wall right out there." The main challenge identified was establishing criteria for who deserves a plaque.

Miller, identifying himself as being from Watertown, shared how his hometown handled memorials. He showed photos of Watertown's Riverside Park memorial system: "That little tower with the black plaques is dedicated to people that served Watertown." The four-sided tower provided ample space, with plaques that could be easily removed for engraving and replaced.

Hallquist considered Nixon Park as the obvious location for such a memorial, emphasizing the need for a spot that would not be moved or interfere with activities. He proposed two possibilities: incorporating it into a future Fine Arts Center rebuild or creating a standalone memorial near the recently rebuilt flagpole area with arrowhead benches.

Various board members suggested locations. Someone proposed hanging plaques on the pickleball fence, while Jenson suggested incorporating them into existing structures like benches or the Hartland sign. Jenson emphasized he does not want it as a stand-alone completely, like, just sit in the middle of the grass here... someone could knock it over.

Miller advocated for placing the memorial where it would get maximum visibility, contrasting with Hallquist's suggestion of the quieter memorial area. Miller said the uniqueness of Watertown's approach was that parents sitting at the park would look at and discuss the plaques, creating more engagement than a location requiring people to go out of their way.

The board agreed the concept was worth pursuing but recognized establishing criteria would be challenging. Hallquist noted this was a work in progress for discussion, comparing the difficulty to Pro Football Hall of Fame selection controversies.

No motion was made as this was a discussion item only.

Other Items for Consideration –

7. Announcements -

* Conner reported his business would be opening within 3-4 weeks.

* Public Works Director Jenson provided several public works updates. He discussed the Ice Age Trail Alliance and Waukesha County Land Conservancy's proposal for a new trail route. Using a map, he showed the existing white trail, the unofficial yellow path, and the current red route that required walkers to use sidewalks along Cottonwood.

* Jenson explained most of the proposed route was on Waukesha County Conservancy land, with only a small portion touching Village of Hartland property. When asked about the wetness, he confirmed it was not wet at all, with a nice existing trail and parking area. He had walked it with both organizations and received preliminary approval.

* Jenson reported on a successful buckthorn removal event the previous Friday and Saturday, with 60-80 volunteer's chainsaw cutting invasive species. He showed before and after photos demonstrating dramatic improvement, noting praise for the village's prior clearing work that allowed continuity.

* Rec Director Blonien provided recreation updates. T-ball registration had opened two weeks prior with 153 kids already signed up. Summer camp information would go out the next day with registration opening March 11th. They have received three applications for one open position, indicating strong staff retention. Bionien noted they would soon be recruiting for summer help. She will be attending the state recreation conference the rest of the week.

8. Adjourn -

Motion (Conner/de Boer) to adjourn. Meeting adjourned at 7:59 pm.

Respectfully submitted By Recording Secretary,
Deidre Bushey - Deputy Clerk



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

SPECIAL EVENT PERMIT APPLICATION

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

FEES ARE NON-REFUNDABLE

APPLICATION AND PERMIT FEES ARE 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>Lake Country Family Fun</i>			
Street Address <i>Po Box 594</i>	City <i>Okanochee</i>	State <i>WI</i>	Zip <i>53069</i>
Phone Number <i>920-390-0263</i>	Are you a 501(c)3 Organization?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Event Contact Person (First & Last Name) <i>Erin Gwenterberg</i>			
Address <i>N8886 Leiger Ln</i>	City <i>Ixonia</i>	State <i>WI</i>	Zip <i>53036</i>
Email <i>hartlandkidsday@gmail.com</i>	Phone Number <i>920-390-0263</i>	Day of Event Phone Number <i>920-390-0263</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 Kids Day</i>	Date(s) of Event <i>July 29, 2024</i>
Event Start Time <i>9:00 am</i>	Event End Time <i>1:00 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	

You MUST attach a detailed map/diagram of your event indicating the specific location and layout for event including vendors, generators, parking, proposed road closures, structures and portable toilets.

***If you are using a Village Park, you must complete the Park Facility Reservation Application and reserve the park facility prior to getting your special event permit approved by the Village Board.**

OTHER INFORMATION

Generally describe your event and its purpose

Hartland Kids Day is the biggest midweek family-centered event in Hartland. It brings families to the Village of Hartland to promote community through a positive + engaging event w/ activities + demonstrations from local businesses + organizations

Estimated Number of Participants

About 80-100 vendors

Spectators

1,000 attendees

Vendors

80-100

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?

6-8

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:

9:00 am - 1:00 pm

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?

4-6

"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?

3 portable restrooms will be located in the parking lot nearest to the Fine Arts building, like the previous year.

Will you provide parking for participants?

Yes

No

If yes, where will parking be available?

Some parking will be available in the parking lot for select vendors / participants.

Will you provide a dumpster/clean-up services?

Yes

No

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

I will secure a dumpster to be placed at the far south end of the parking lot for event garbage. The dumpster will arrive Tuesday + be removed on Thursday.

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

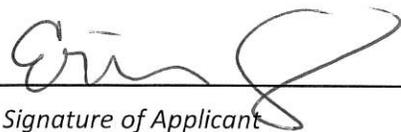
DEPOSIT REQUIREMENTS

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

2/3/2026

 Date

For staff use only

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

 Village Board approval, if necessary, on:

Application forwarded to:

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

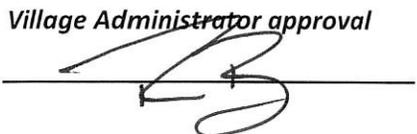
Date: _____

DEPT.	APPROVE	DENY	BY	REASON (if denied)
Bldg. Insp.				
Clerk	2-20-26		Stefano	
Fire	2/17/26		DJT	
Police	02/16/26		CWet Misko	
Public Works	2/17/26		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
2-16-2026



VILLAGE OF HARTLAND

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

PARK FACILITY RESERVATION APPLICATION

Organization name (if applicable): Lake Country Family Fun

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

Point of contact name: Erin Guenterberg

Phone number: 920-390-0263 Email: HartlandKidsday@gmail.com

Address: PO Box 596 Okauchee, WI 53069

Additional contact: Stephanie Cutler

Phone number: 414-639-5707 Email: lakecountryfamilyfun@gmail.com

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

[Signature]
Signature

2/3/2026
Date

RENTAL INFORMATION

Reservation date: 7/29/2026 Event type: Family Vendor event

Arrival time (including set up): 6:00 am Departure time (including clean up): 3:00 pm

Attendance: 1000 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 parking lot; green space; Fine Arts Center

Rental F

Attende

- 0 - 50
- 51 - 100
- 101+

Refunda

Attende

- 0 - 100
- 101 - 200
- 201+

Rental F

Tax (5%

Deposit

Structure Deposit

Total Due

Green space
T-Ball
FAC

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.

From: [Hartland Kids Day](#)
To: [Deidre Bushey](#)
Subject: Hartland Kids Day Map
Date: Wednesday, February 4, 2026 7:45:53 AM

Hi!

Here is the map to go along with the forms.

Best,
Erin





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



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

SPECIAL EVENT PERMIT APPLICATION

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

FEES ARE NON-REFUNDABLE

APPLICATION AND PERMIT FEES ARE 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 <u>Village of Hartland</u>			
Street Address	<u>210 Cottonwood Avenue</u>	City	<u>Hartland</u>
		State	<u>WI</u>
		Zip	<u>53029</u>
Phone Number	<u>262-367-0352</u>	Are you a 501(c)3 Organization?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Event Contact Person (First & Last Name) <u>SAM BLONTEN</u>			
Address	<u>210 Cottonwood Avenue</u>	City	<u>Hartland</u>
		State	<u>WI</u>
		Zip	<u>53029</u>
Email	<u>Samb@villageofhartland.wi.gov</u>	Phone Number	<u>262-367-0352</u>
		Day of Event Phone Number	<u>262-367-0352</u>
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	<u>Hometown Celebration</u>
Date(s) of Event	<u>June 25-28, 2026</u>
Event Start Time	<u>6/25 @ 4pm, 6/26 @ 4pm, 6/27 @ 12^{pm}, 6/28 @ 11^{pm}</u>
Event End Time	<u>6/25 @ 11pm, 6/26 @ 1pm, 6/27 @ 1pm, 6/28 @ 5pm</u>
Location of the Event*	<u>Nixon Park: 6/25-6/28, parade route through Hartland 6/28</u>
Will your event take place in a Village of Hartland Park?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>You MUST attach a detailed map/diagram of your event indicating the specific location and layout for event including vendors, generators, parking, proposed road closures, structures and portable toilets.</p> <p>*If you are using a Village Park, you must complete the Park Facility Reservation Application and reserve the park facility prior to getting your special event permit approved by the Village Board.</p>	

OTHER INFORMATION

Generally describe your event and its purpose

Community event to celebrate 4th of July; music, refreshments and food, carnival.

Estimated Number of Participants
5,000

Spectators

Vendors 5

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: 4-11pm (6/25, 6/26), 12pm-11pm (6/27)

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: Park closure (maple and park entrance)

Diagram for Street Closure Provided? Map provided

Yes No

Will you need barricades provided by the Village for your event? will coordinate

Yes No

How many barricades needed for your event? w/DPW + PD

"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?

21 portable toilets (one ADA) - 1 delivered to near Sendik's
5 portable sinks - 20 delivered to Nixon Park
*Delivery on Wednesday, June 29th

Will you provide parking for participants?

Yes No

If yes, where will parking be available?

Street parking, municipal parking, and additional lot in industrial park, 455 E. Industrial Drive.

Will you provide a dumpster/clean-up services?

Yes No

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

Collect garbage throughout event as needed to the following morning (park clean up). 3 Dumpsters 8 yard (Wednesday delivery)

Will the event require additional security?

Yes No

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

PD makes weather determinations

Yes No

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

Fire/EMS on site

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?

N/A

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.

Jan Blin

2-11-26

Signature of Applicant

Date

For staff use only

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

Village Board approval, if necessary, on:

Application forwarded to:

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

Date: _____

DEPT.	APPROVE	DENY	BY	REASON (if denied)
Bldg. Insp.				
Clerk				
Fire				
Police				
Public Works				
Rec	<i>2-11-26</i>		<i>Jan Blin</i>	

Fees

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

All requirements for this special event have been met.

Village Administrator approval

Date



VILLAGE OF HARTLAND

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

PARK FACILITY RESERVATION APPLICATION

Organization name (if applicable): Village of Hartland

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

Point of contact name: SAM BLONIEN

Phone number: 262-367-0352 Email: Samb@villageofhartland.wi.gov

Address: 210 Cottonwood Avenue

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

6-21-26

Date

RENTAL INFORMATION

Reservation date: 6/25-6/28 Event type: Hometown Celebration

Arrival time (including set up): 6/25 All day Departure time (including clean up): 6/28 All day

Attendance: 5,000 Electricity: Yes No

RENTAL FEES

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

Park Shelter/Open Space

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

Rental Fee (based on attendance)

Attendees	Resident	Non-Resident
<input type="checkbox"/> 0 - 50	\$85.00	\$140.00
<input type="checkbox"/> 51 - 100	\$100.00	\$155.00
<input checked="" 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 Fee waived

Tax (5%) on rental fee _____

Deposit _____

Structure Deposit _____

Total Due _____

Date/time rec'vd: _____ Total: _____

Date entered: _____ Permit Number: _____

Carnival



Hometown Celebration 2026

- **Thursday, June 25**

- Carnival : 4:00pm-9:00pm
- Beer tent : 4:00pm-9:00pm
- Band-Stetsin & Lace : 6:00pm-9:00pm
- Food for sale from local organizations

- **Friday, June 26**

- Carnival : 4:00pm-11:00pm
- Beer tent : 4:00pm-10:00pm
- Band-Myles Wangerin Band : 7:00pm-10:00pm
- Fireworks : 10:00pm start
- Food for sale from local organizations

- **Saturday, June 27**

- Carnival : 12:00pm-11:00pm
- Cornhole Tournament : 10:00am start, Brew City Baggers & Nick Miller : organizers and coordinators
- Beer tent : open around 9:00am for the cornhole tournament participants and end at 11:00pm
- Band-Bella Cain : 8:00pm-11:00pm
- Food for sale from local organizations

- **Sunday, June 28**

- Parade : starts at 11:30am
- Carnival: 12:00pm-5:00pm
- Beer tent : TBD (possibly beer garden open)



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

SPECIAL EVENT PERMIT APPLICATION

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

FEES ARE NON-REFUNDABLE

APPLICATION AND PERMIT FEES ARE 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 <u>Village of Hartland</u>				
Street Address	<u>210 Cottonwood Avenue</u>	City	<u>Hartland</u>	State <u>WI</u> Zip <u>53029</u>
Phone Number	<u>262-367-0352</u>	Are you a 501(c)3 Organization?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Event Contact Person (First & Last Name) <u>SAM Blonien</u>				
Address	<u>210 Cottonwood Avenue</u>	City	<u>Hartland</u>	State <u>WI</u> Zip <u>53029</u>
Email	<u>samb@villageofhartland.wi.gov</u>	Phone Number	<u>262-367-0352</u>	Day of Event Phone Number <u>262-367-0352</u>
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	<u>National Night out</u>
Date(s) of Event	<u>August 6, 2026</u>
Event Start Time	<u>6:00pm</u>
Event End Time	<u>9:00pm</u>
Location of the Event* <u>Nixon Park</u>	
Will your event take place in a Village of Hartland Park?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>You MUST attach a detailed map/diagram of your event indicating the specific location and layout for event including vendors, generators, parking, proposed road closures, structures and portable toilets.</p> <p>*If you are using a Village Park, you must complete the Park Facility Reservation Application and reserve the park facility prior to getting your special event permit approved by the Village Board.</p>	

OTHER INFORMATION

Generally describe your event and its purpose

National Night Out is a community event that promotes police along with fire & DPW. There will be vendors, activities, food and music.

Estimated Number of Participants

1,000

Spectators

Vendors

4-6

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?

Thursday Night Concert Series

Yes No

If yes, will the amplified music be a:

Band DJ

Hours of amplified music:

6-9pm

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?

Park parking lot closed for event

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?

Street parking, municipal lot parking

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.

Sam Bli

2-11-26

Signature of Applicant

Date

For staff use only

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

Village Board approval, if necessary, on:

Application forwarded to:

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

Date: _____

DEPT.	APPROVE	DENY	BY	REASON (if denied)
Bldg. Insp.				
Clerk				
Fire				
Police				
Public Works				
Rec	2-11-26	<i>Sam Bli</i>	<i>Sam Bli</i>	

Fees

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

All requirements for this special event have been met.

Village Administrator approval

Date



VILLAGE OF HARTLAND

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

PARK FACILITY RESERVATION APPLICATION

Organization name (if applicable): Village of Hartland

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

Point of contact name: SAM BLONZEN

Phone number: 262-367-0352 Email: Samb@villageofhartland.wi.gov

Address: 210 Cottonwood Avenue

Additional contact: _____

Phone number: _____ Email: _____

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

Sam Blonzen

Signature

2-11-26

Date

RENTAL INFORMATION

Reservation date: 8-6-26 Event type: National Night Out

Arrival time (including set up): 3:00pm Departure time (including clean up): 9:00pm

Attendance: 1,000 Electricity: Yes No

RENTAL FEES

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

Park Shelter/Open Space

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

Rental Fee (based on attendance)

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

Fees waived

Tax (5%) on rental fee

Deposit

Structure Deposit

Total Due

Date/time rec'vd: _____ Total: _____

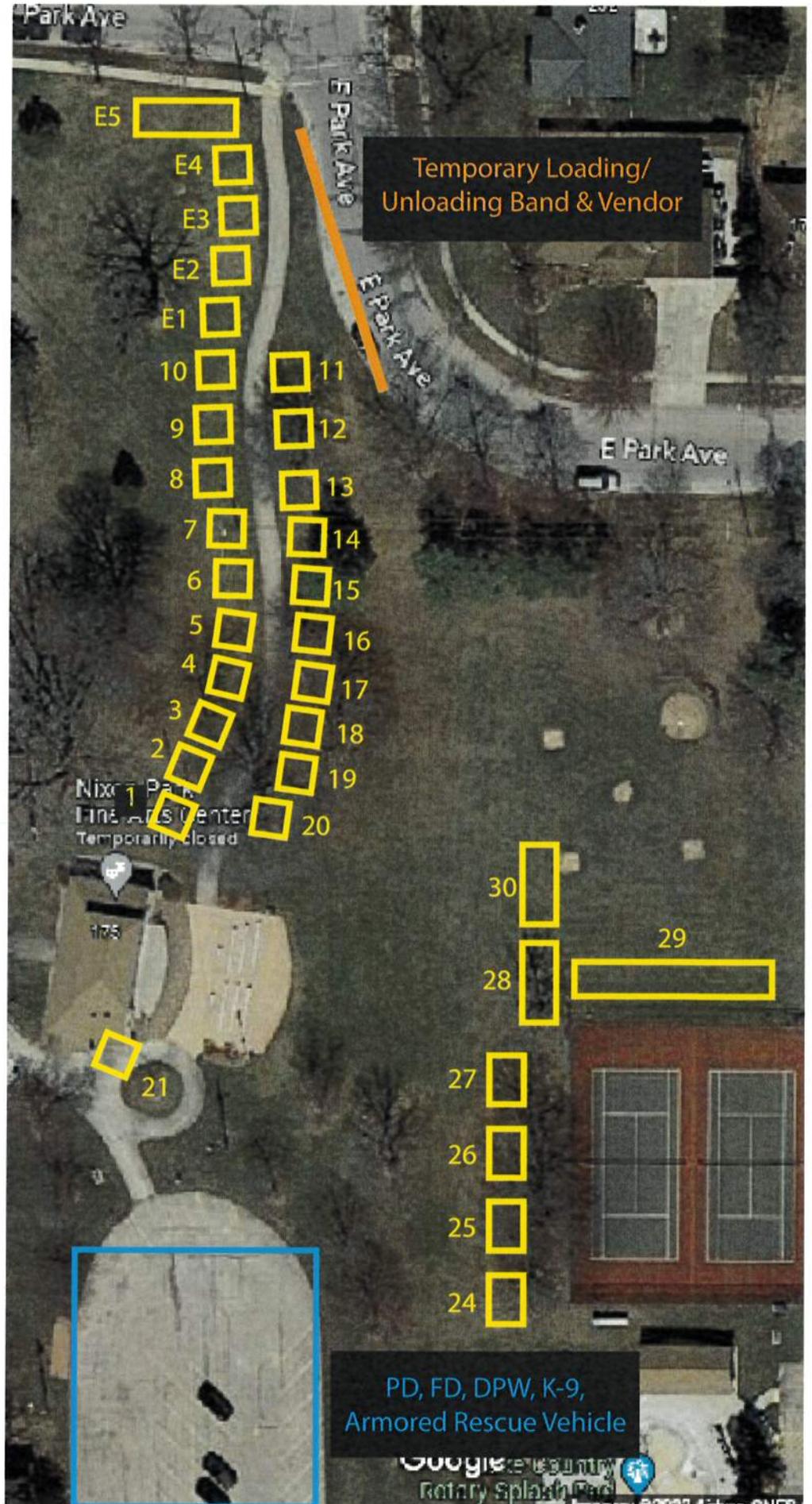
Date entered: _____ Permit Number: _____

Hartland National Night Out Vendor Map, Nixon Park (August 6, 2026)

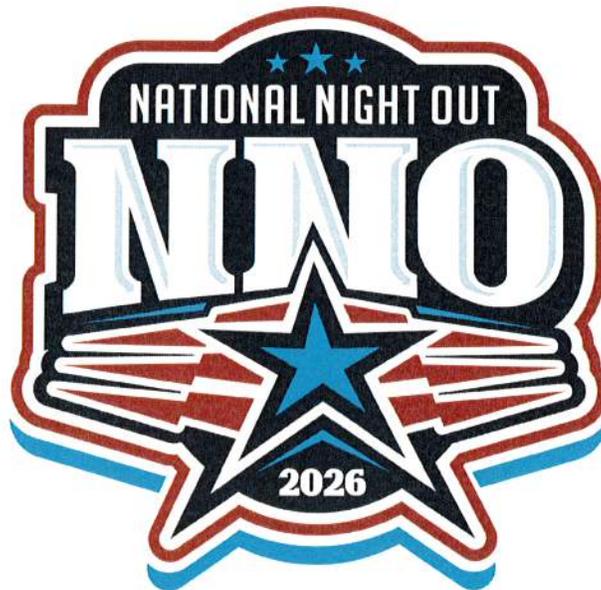
VENDORS

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- E4.
- E5.



JOIN US FOR THIS
FREE COMMUNITY EVENT
HOSTED BY
THE VILLAGE OF HARTLAND



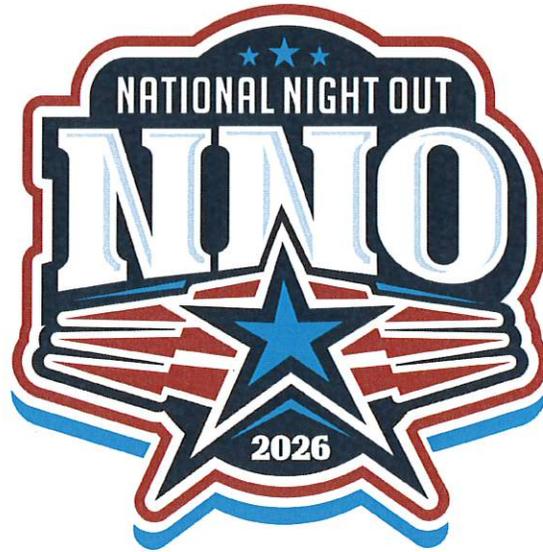
POLICE • COMMUNITY PARTNERSHIPS

NATIONAL NIGHT OUT

AUGUST 6, 6-8 PM
NIXON PARK, HARTLAND

Join the members of the Village of Hartland Police Department, Fire Department and Department of Public Works, along with local and community organizations and businesses for:

FOOD • MUSIC • ACTIVITIES • FAMILY FUN



POLICE • COMMUNITY PARTNERSHIPS

NATIONAL NIGHT OUT

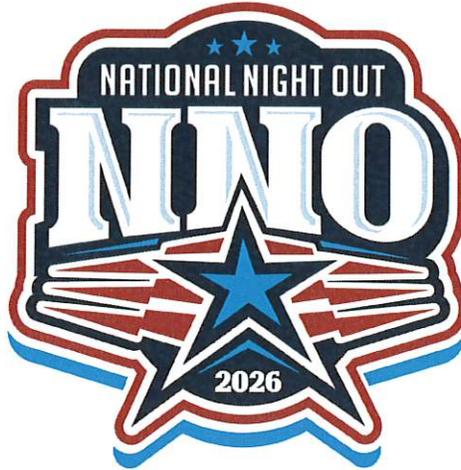
AUGUST 6, 6-8 PM

NIXON PARK, HARTLAND

Hartland's annual National Night Out celebration will be held on Thursday, August 6, 6-8 pm, in Nixon Park. Limited vendor opportunities are available on a first come, first serve basis. Registration requires the completion of the attached Vendor Booth Application Form. Food vendors and brick and mortar establishments should complete a Park Food Vendor Application, found on the village website, www.villageofhartland.wi.gov. The completed form and non-refundable vendor fee can be submitted to the Village Hall in person or by mail, 210 Cottonwood Avenue, Hartland, WI 53029. A tent, table, or electricity is not provided for any booth spaces. The Village of Hartland reserves the right to accept or deny any applicants. The registration deadline is June 26, 2026.

The Village of Hartland will not be responsible for the loss or damages to booth, display materials, vehicles or any other property of personal liability. Flight for Life will be attending the event; vendors are responsible for ensuring their booth and belongings are secured at the time of landing.

Contact Sam Blonien, samb@villageofhartland.wi.gov, with questions.



POLICE • COMMUNITY PARTNERSHIPS

NATIONAL NIGHT OUT

AUGUST 6, 6-8 PM

NIXON PARK, HARTLAND

VENDOR BOOTH APPLICATION FORM

Application deadline is Friday, June 26.

BUSINESS NAME/ORGANIZATION _____

CONTACT NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ DAY OF EVENT PHONE _____

PRODUCTS TO BE DISPLAYED OR SOLD _____

COMPLIMENTARY ACTIVITY TO BE OFFERED _____

REQUESTED BOOTH SPACE (INCLUDES A NON-REFUNDABLE RESERVATION FEE)

_____ \$25 FOR 12' x 12' BOOTH SPACE _____ \$45 FOR 24' x 12' BOOTH SPACE

MAIL APPLICATION & PAYMENT TO:
VILLAGE OF HARTLAND, ATTN: NATIONAL NIGHT OUT
210 COTTONWOOD AVENUE
HARTLAND, WI 53029

PAYABLE TO THE VILLAGE OF HARTLAND