

**PARK AND RECREATION BOARD AGENDA
MONDAY FEBRUARY 7, 2022
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Call to Order

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

1. Consideration of a motion to approve the Park and Recreation minutes of the January 4, 2021 meeting.

Public Works Items-

2. Discussion and possible consideration of current field rental policy.
3. Discussion and possible consideration on playground equipment at Centennial Park.
4. Discussion on possible use of Cotton site for Baseball field.

Recreation Director-

5. Discussion and possible consideration of Hartland Kids Day July 27, 2022, Erin Guenterberg.
6. Discussion and possible consideration of Party in the Park July 23, 2022, Hartland Chamber of Commerce.
7. Discussion and consideration of a contract re: carnival.
8. Discussion and possible consideration on placing a porta potty at Joliet Park for the tee ball season.

Other items for consideration

9. 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.
10. 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 Darlene Igl, Village Clerk, at (262)367-2714. The Municipal Building is handicap accessible.

Individuals attending public meetings will be required to maintain appropriate social distancing, (i.e., maintain a 6-foot distance) and be free of symptoms related to COVID-19.

PARK AND RECREATION BOARD MINUTES
MONDAY, JANUARY 4, 2022
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

Present: Tim Hallquist, Curt Gundrum, Nick Miller, Randy Ferrell, Shanta' de Boer and Craig Eisenhut.
Others: Dave Felkner, Kelli Yogerst.
Absent: Rick Conner

7:02 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 the December 6, 2021, Park Board meeting-

Motion (Gundrum/Miller) to approve the Park and Recreation minutes of December 6, 2021, minutes with correction on vote count on agenda item #6. Carried (6-0).

Public Works Items-

2. Discussion and possible consideration on current field rental policy -

Felkner said the Park Board needs to discuss a couple things on the Field Reservation Policy. He read the field usage priority list, and he said we should prioritize them instead of lumping them together in a lump sum. He said today is the first day to reserve fields for 2022 and 2 different user groups showed up at the counter this morning. He said I think we should specify and prioritize these groups. Someone asked if they are sponsored groups and Felkner said no. Felkner said Hartland Youth Baseball changed their name to Lake Country Youth Baseball and Softball so they could attract from outside. He said they are probably the biggest Arrowhead feeder, but they still draw outside of Hartland. There was discussion on the priority of groups in the Field Reservation policy. Hallquist gave several options, including raising the fees, redefine the whole list, drop the residence name from #2, or we could also do a draft for the groups that want to rent the field. Question was asked why there are specifically named programs within this document. Hallquist said the reason why those are in there, is because those are the groups that use our fields all the time. Felkner said LOL use Nixon exclusively and sell products out of the Canteen to help that help profited their program and they pay us rent and utilities. He said HAAA is the same at Bark River and they put in the lights. He said LCYBS just paid the Village \$7000 to put up a batting cage and they built the dugouts at Hartbrook, Penbrook and Centennial so that's why we name

those groups specifically. Hallquist said we could drop the residence, non-residence and make it one fee, but if 2 groups show up at the same time, what do you do. Felkner said tonight he suggests get some kind of organization in this. He said fields are so expensive to prep and schools charge a lot that's why they come to municipalities. Hallquist said it seems obvious that the Village sponsored programs get first dibs. Felkner explained the baseball teams under each user group. He said under LCYBS has Hartland Hawks, Lady Hawks, boys club, girls club and Legion. He said under HAAA there is men's softball, co-ed, Oilers, and Kickball. And he said under the Village is T-Ball. Hallquist clarified that when LCYBS comes into reserve fields they are reserving fields for all these groups and Felkner said that is correct. Question asked if they are a private entity and Felkner said they are private, but they help pay for different things and HAAA paid for the lights, they pay for the utilities and electricity down there. There was brief discussion on rearranging the priority list and who has ties to Hartland. Felkner said right now we will have to sit down with the 2 groups. It was stated the second group is a group that broke off from LCYBS. Hallquist said the hope is they can compromise. There was discussion on the 2 groups and who uses what fields. Hallquist brought up that the Village has some land, and if it could be turned into another field in the future. Felkner said the Board needs to decide how to proceed with the priority list. Hallquist mentioned what if we have 1 field left open. Felkner brought up the 20% charge if they cancel before March. There was brief discussion on a penalty cancelling before March and when user groups generally get their schedules done. Farrell said he would like to know how many cancellations there has been in the last several years. Felkner said he thinks the board needs to think about this and bring it back. He said the last thing he wanted to talk about was the liability policy on page 2 and he thinks it should be \$1,000,000.00. Hallquist said we should table this and come back next month for priority list and liability policy fee.

Motion (Eisenhut/Ferrell) to table discussion of the current field rental policy. (6-0).

Recreation Director-

3. Update related to Ice Rink-

Yogerst said the Ice Rink is open and briefly talked about the video Blue Bell did of the ice rink. She said they have not had any more sponsors come in, but they are still accepting donations. Hallquist asked when Blue Bell Realty will have hot chocolate at the Ice Rink. Yogerst said they said possibly next weekend, but they have not come yet to pick up the key for warming shed. Yogerst said DPW has received a gift from Canada which is an ice mower to shave the ice and make it nice and smooth. Question was asked about possibly getting a chiller for the ice rink. Felkner said

4. Discussion and possible consideration of a contract related to a Carnival-

Yogerst said there has been no response from the Carnival vendor, she has tried to reach out to him several times. Felkner said it has to go before Park Board the 1st week of February and it has to go before the Village Board the 2nd week of February because otherwise it won't be advertised. Felkner asked what about a smaller carnival. Eisenhut suggested reaching out to other Carnival vendors.

Motion (Ferrell/Eisenhut) to table discussion of the Carnival until February. (6-0).

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

Next meeting is scheduled for February 7th.

6. Adjourn-

Motion (Ferrell/Gundrum) to adjourn. Carried (6-0). Meeting adjourned at 7:51 pm.

Respectfully submitted By Recording Secretary,

Deidre Bushey- Deputy Clerk

Ashtyn Damas
Sales, WI
641 West Main Street
Apt. 264
Sun Prairie, WI 53590
(cell) 608-438-5317
bolandrecwi@mediacombb.net



www.bolandrecreation.com

2347 Oak Park Road
Marshalltown, IA 50158
iowaparkplace@mchsi.com
1-800-798-7589

Centennial Park
Hartland, WI
January 28, 2022

Option Revised with climber 447-4 plus 2 bucket seats, ADA seat, tot seat	
Equipment and freight	\$59,907
Installation	\$21,405
Wood fiber supply and delivery (286 cyds)	\$ 8,580
Poured in place rubber (5,148 sq ft)	\$92,664

*The drawings show the swings, but they are not included in the price as you are keeping the ones that are there.

**Rubber does not include the 4" compacted stone needed below it

Prepared by: Ashtyn Damas

Prices are good for 30 days

Prices include delivery to your job site

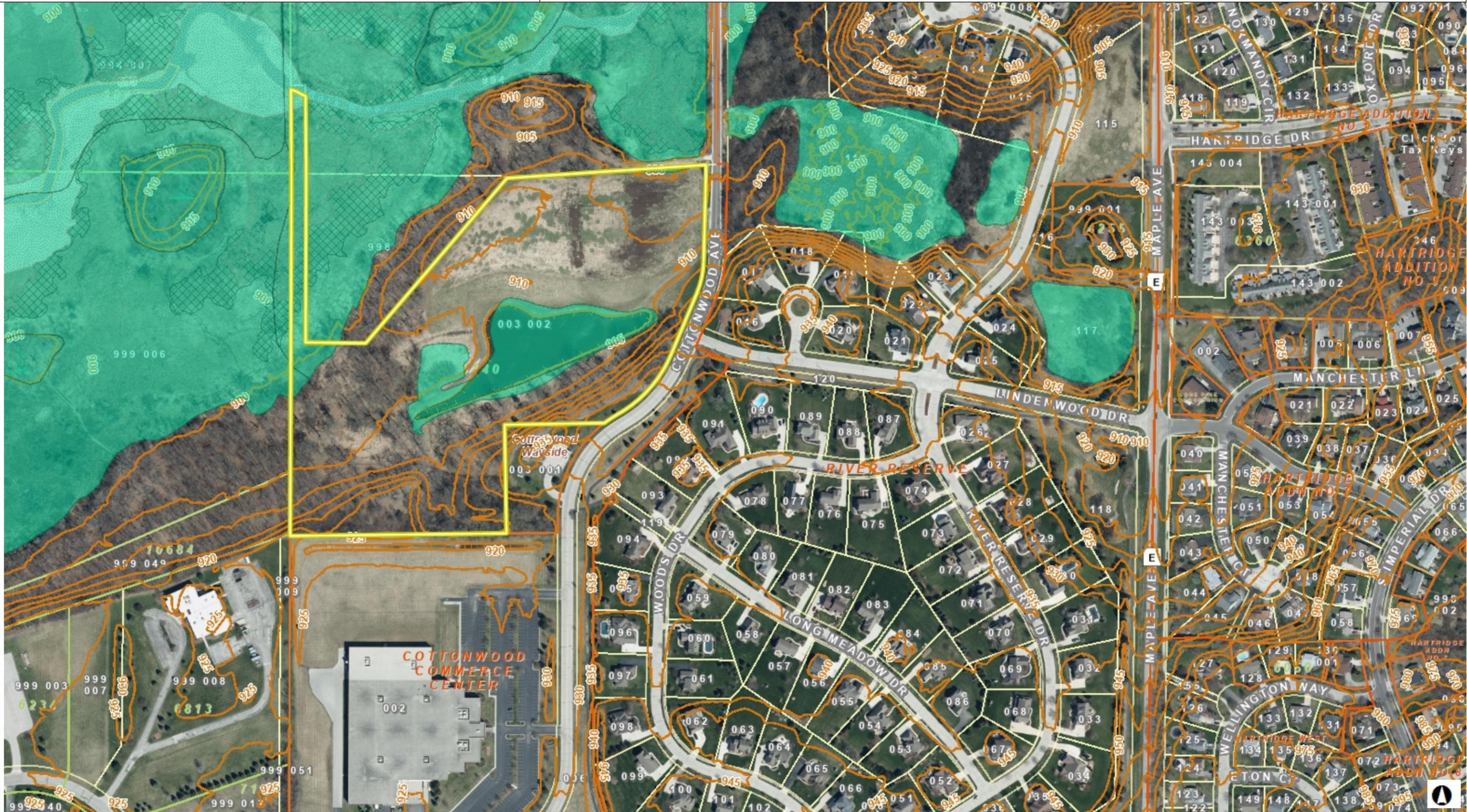
*Prices **DO NOT** include sales tax, if applicable. Payment for materials is due by 30 days after delivery. Payment for installation services is due by 15 days after completion of work.*

Boland Recreation reserves the right to charge a 1.5% fee on past due invoices.

Delivery time is twenty-eight weeks after the order has been placed, unless agreed upon differently

NOTE: Boland Recreation, Inc. is NOT RESPONSIBLE for unloading of equipment, storage, permits, fees, ground preparation, pea gravel, borders, disposal of trash, sales tax, or anything in addition to what is listed above.





0 273.66 Feet

Printed: 1/25/2022

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Notes



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

SPECIAL EVENT PERMIT APPLICATION

Permit approved		Date	
Permit fees paid	total - 1477.50	Date	1-24-22
Deposit paid	900.00	Date	1-24-22
Deposit returned		Date	

FEES ARE NON-REFUNDABLE

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

ORGANIZATION INFORMATION			
Name of Organization Lake Country Family Fun, LLC			
Street Address PO BOX 596	City OKAUCHEE	State WI	Zip 53069
Phone Number 920 390-0263	Are you a 501(c)3 Organization? NO	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Event Contact Person (First & Last Name) Erin Guenterberg			
Address PO BOX 596	City OKAUCHEE	State WI	Zip 53069
Email lakecountyfamilyfun@gmail.com	Phone Number	Day of Event Phone Number 920 390 0263	
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. N/A			

EVENT INFORMATION	
Name of Event 10th Annual Hartland Kios Day	Date(s) of Event July 27, 2022
Event Start Time 9am 6am=setup	Event End Time 2pm (clean-up until 3:30)
Location of the Event* Nixon Park	
Will your event take place in a Village of Hartland Park?	<input checked="" type="radio"/> Yes <input type="radio"/> 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 <u>Park Facility Reservation Application</u> and reserve the park facility prior to getting your special event permit approved by the Village Board.</p> <p style="text-align: right;">FAC ✓ Park Shelter ✓</p>	

OTHER INFORMATION

Generally describe your event and its purpose

HKD is the biggest family-centered event in Hartland. It is the 10th annual event that brings together community members in a fun, free, interactive day. See more at lakecountryfamilyfun.com/hartland-kros-day/

Estimated Number of Participants 2,000	Spectators (included in participants)	Vendors 80 - 100
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Will alcohol be sold/served? *If yes, liquor and bartender licenses are necessary under separate application.* Yes No

Will you be selling/serving food? *Food vendors* 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? *5 ~~to be provided~~ 5-7*

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: *5*

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? *However, parking on Park Ave is ~~closed~~ restricted* Yes No

Hours of street closure: *6am to 2:30 pm*

Diagram for Street Closure Provided? *yes* Yes No

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

How many barricades needed for your event? *6 (2 at Park entrance on Park, 2 at " " on maple, 2 by the splash pad restrooms)*

"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. only 10x10 tents* Yes No

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

Bounce Houses thru BounceLife. They are fully insured.

on map

OTHER INFORMATION CONTINUED

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

to the east of
warming house
in parking lot

Will you provide parking for participants? Yes No

If yes, where will parking be available?

Empty lot @ 550 Hartbrook Dr
w/ approval of WSB.
Dowsman Transport = shuttle service

2 staff to
be supervising
shuttle stop
all day!

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

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

We used advanced disposal.
We have volunteers emptying trash during event.
We have a thorough clean-up team.

Will the event require additional security? Yes No

Will you have an emergency plan in the event of severe weather? Yes No

we work with
someone from NWS

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

↳ they usually come for the kids !!

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

↳ they are current + on file

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.

Geri S

1/24/2022

Signature of Applicant

Date

For staff use only

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

Application forwarded to:

Village Board approval, if necessary, on:

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

Date: 1/25/2022

DEPT.	APPROVE	DENY	BY	REASON (if denied)
Glenk. BT				
Fire				
Police	X		Misko	
Public Works				
Rec				

Fees

\$ Outside Food Vendors \$ 75 Special Event Permit
 \$ Park Facility Fees \$ N/A Temp. Bartender's
 \$ N/A Solicitor's Permit(s) \$ N/A Temp. Class B

TOTAL FEES

\$ 1497.50

All requirements for this special event have been met.

Village Administrator approval

Date

mobile 78.75

*FAC-400 - deposit
500 Fee*

*Shelter-deposit 400
100*

Fee 175 + tax

*Special Event \$175
Sign - \$50*



Village of Hartland Park Facility Reservation Application

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

Permit #

Contact Information

Organization Name (if applicable) Lake Country Family Fun
 Renter or Responsible Party Erin Guenterberg, owner
 Home/Cell Phone 920 390 0263 Email lakecountryfamilyfun@gmail.com
 Address PO BOX 596 City/Zip Okauchee 53069
 If above person cannot be reached: Stephanie Cotter Phone 414 639 5707

Rental Information

Event Date July 27, 2022 Event Type Hartland Kids Day
 Arrival Time (include set-up time) 6:00 am Departure Time (include clean-up time) 3:30 pm
 Attendance 2,000 Electricity - Yes No Tax Exempt - Yes No (If yes, please include certificate)

Rental Fees

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

Park Shelter/Open Space

- Bark River (may not use if athletic field is reserved)
- 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 reserved)
- Other Structures to be placed in park (bounce house, dunk tank, climbing wall, etc.) Deposit Required
- Centennial Park
- Open Space Reserved (describe area below)

see Hartland Kids Day details map

Rental Fee (based on number of attendees)

Attendees	Resident	Non-resident
0-50	\$75	\$130
51-100	90	145
101-200	105	160
<u>201+</u>	120	<u>175</u>

Refundable Deposit (based on number of attendees)

- 1 - 100 No deposit required
- 101 - 200 \$200
- 201 - 300 \$300
- 300 + \$400

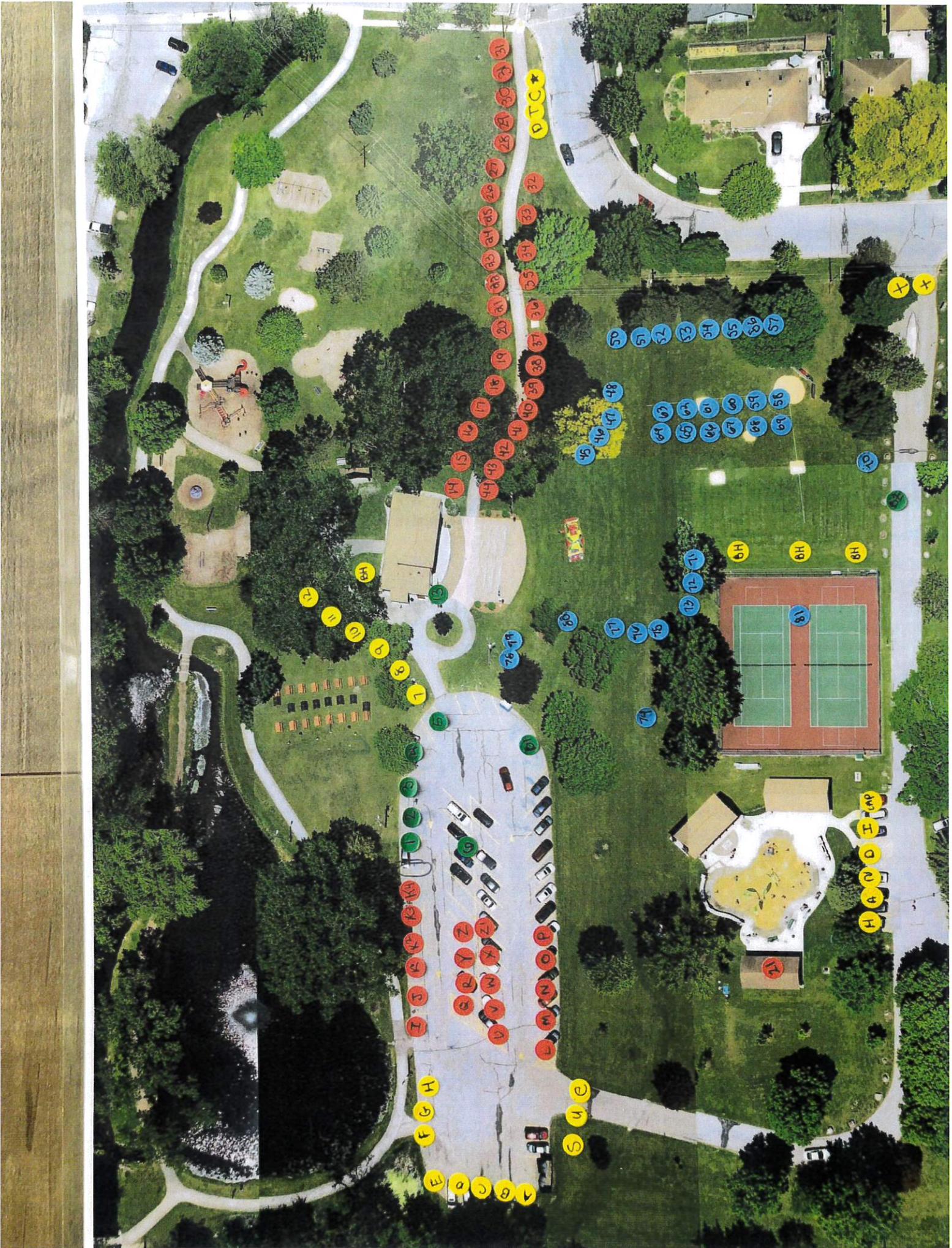
I verify the information provided and agree to the Park Board's Policy and Village Ordinance regarding Park Usage.

Renter's Signature _____ Date _____

Renter's Name (please print) _____

Rental Fee	<u>175</u>
Tax (5% on Rental Fee)	<u>8.75</u>
Deposit (if required)	<u>400</u>
Structures deposit (\$100)	<u>100</u>
Total Due	<u>\$683.75</u>

Office Use Only: Date Paid 1/24/22 Amount Paid 683.75 Receipt # _____ Processed AS



Hartland Kids Day Map Key 2022

DTC in Yellow Dousman Transport Company Bus Stop

Yellow X's by Entrance Parking Entrance Volunteers

Yellow, Red, Blue Numbers 10*10 Booths/Vendor Placements

Green Numbers Food Vendors

Yellow and Red Letters Special Parking

Green 6 Rock Wall

Yellow Handicap Stickers Handicap Parking

Yellow BH Bounce Houses

Circle in Pen Port O Pottie/Wash Station Placement

CENTURY FENCE
WAUKESHA, WISCONSIN
1-800-558-0507

NIXON Park
RULES

Park Open Sun-up to Sun-down	Ord. 70-3
No Hunting	Ord. 66-3
Pets Must be Leashed	Ord. 70-2
Malt Beverages Only with a Permit <small>(not permitted in parking lots or playground areas)</small>	Ord. 70-5
Vehicle Parking in Lots Only	Ord. 70-1

NO SKATEBOARDING

HARTLAND KIDS DAY

July 28, 2021
9:30 am - 2:00 pm
Nixon Park, Hartland

Bring a lot of supply donations to the event or support the race through an online donation.

COMING SOON!

OUTDOOR ICE RINK
NIXON PARK / WINTER 2021

SPONSORSHIPS AVAILABLE!!!

Platinum Sponsor	\$5,000, 3 year sponsorship
Gold Sponsor	\$1,000, 2 year sponsorship
Silver Sponsor	\$500, 1 year sponsorship

* All sponsors will receive a banner that will be placed around the rink.
Size of banner will be dependent on level of sponsorship.

kelly@villageofhartland.com
villageofhartland.com
262-367-0352

Hartland's National Night Out

August 5, 2021
6:00 - 8:00 pm

Nixon Park
Hartland, WI

www.villageofhartland.com



NO
SKATEBOARDING

HARTLAND
KIDS DAY

**HARTLAND
KIDS DAY**
July 28, 2021
9:00 am - 2:00 pm
Nixon Park, Hartland
Help school supply donations to the extent of support.
We close through an online donation.

RINK
T&R 2021

for sponsorship
or advertising

LAKE COUNTRY'S FAMILY FUNS & HARTLAND KIDS DAY



LCFFLL1

OP ID: CLL

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/27/2022

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

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

PRODUCER 262-786-2540 First Associated Ins. Agency 12465 Burleigh Road Brookfield, WI 53005-3193 Cheryl Litvin	CONTACT NAME: Cheryl Litvin	
	PHONE (A/C, No, Ext): 262-786-2540	FAX (A/C, No): 262-786-6441
E-MAIL ADDRESS: cheryllitvin@firstassociated.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Cincinnati Specialty		13037
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

INSURED
 LCFF LLC
 DBA Lake Country Family Fun
 Attn: Erin Guentzberg
 PO Box 896
 Okauchee, WI 53036

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 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 type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		CSU0170316	07/27/2021	07/28/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Village of Hartland is named as additional insured under the special events policy, general liability.
 Special Event Coverage for Hartland Kids Day July 28, 2021. Located at 175 East Park Ave, Hartland WI 53029

CERTIFICATE HOLDER**CANCELLATION**

CITY025 Village of Hartland Diedre 210 Cottonwood Ave Hartland, WI 53029	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Cheryl Litvin
---	--

VILLAGE OF HARTLAND
210 COTTONWOOD AVE
HARTLAND WI 53029
262-367-2714

Transaction 234343.18615
01/21/2022 03:29pm
pos @ VOHPC-POS2

PARK SHELTER/FIELD RENTAL	\$75.00+TX
HARTLAND KIDS DAY/ MOBILE/ KONA ICE	
PARK SHELTER/FIELD RENTAL	\$200.00+TX
HARTLAND KIDS DAY/ FAC/ JULY 27	
SPECIAL DEPOSITS	\$400.00
HARTLAND KIDS DAY/ FAC DEPOSIT	
PARK SHELTER/FIELD RENTAL	\$175.00+TX
HARTLAND KIDS DAY/ OPEN SPACE NIXON/ JULY 27	
SPECIAL DEPOSITS	\$400.00
HARTLAND KIDS DAY/ OPEN SPACE RENTAL DEPOSIT	
SPECIAL DEPOSITS	\$100.00
HARTLAND KIDS DAY/ STRUCTURE DEPOSIT/ JULY 27	
PERMITS	\$50.00
HARTLAND KIDS DAY/ SIGN PERMIT/ JULY 27	
PERMITS	\$75.00
HARTLAND KIDS DAY/ SPECIAL EVENT PERMIT/ JULY 27	

Sub-Total	\$1,475.00
Tax	\$22.50
Receipt Total	\$1,497.50
Check Payment (1339)	\$1,497.50



Village of Hartland Outside Food Vendor Application

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

Contact Information

Business Name Kona Ice Lake Country
 Business Owner Name Jamie Sterken
 Home/Cell Phone 414-526-4291 Email jsterken@kona-ice.com
 Address 681 Shady Ln City/Zip Oconomowoc, WI 53066

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

Rental Information

Person/Group Reserving Park Facility Lake Country Family Fun
 Event Date 7/27/22 Event Type Kids Day
 Arrival Time (include set-up time) 8:30am Departure Time (include clean-up time) 3:00pm

Rental Fees

Rental Fee \$75

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

Park Shelter/Open Space

- | | |
|---|---------------------------------------|
| <input type="radio"/> Bark River Park | <input type="radio"/> Centennial Park |
| <input type="radio"/> Fine Arts Center | <input type="radio"/> Hartbrook Park |
| <input checked="" type="radio"/> Nixon Park | <input type="radio"/> Penbrook Park |
| <input type="radio"/> Open Space Reserved (describe area below) | |

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

Jamie Sterken Digitally signed by Jamie Sterken
Date: 2022.01.18 15:27:18 -06'00' 1/18/22
 Signature _____ Date _____
 Jamie Sterken
 Name (please print)

Rental Fee	<u>75</u>
Tax (5% on Rental Fee)	_____
Total Due	<u>78.75</u>

Office Use Only: Date Paid 1-21-22 Amount Paid 78.75 Receipt # 231343 Processed [Signature]



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

License, Permit or Registration

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

ACTIVITY Mobile Retail Food - Not Serving Meals, Simple - Food Sales Under 25 No PHF	EXPIRATION DATE 30-Jun-2022	I.D. NUMBER HDEH-C2JJK9
LICENSEE MAILING ADDRESS STERKEN FAMILY, LLC N58W39800 INDUSTRIAL RD SUITE E OCONOMOWOC WI 53066	NOT TRANSFERABLE	BUSINESS / ESTABLISHMENT ADDRESS KONA ICE LAKE COUNTRY VIN# DCIKET0511S20004 OCONOMOWOC WI 53066

If you do not receive a renewal form prior to June 30th from your licensing authority, you should send in your payment for renewing your permit to the following address:

WAUKESHA COUNTY DEPARTMENT OF PARKS AND LAND USE DIVISION OF
ENVIRONMENTAL HEALTH
515 W MORELAND BLVD AC 260
WAUKESHA, WI 53188
(262)896-8300

* Include the name of your facility and the ID number.



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

License, Permit or Registration

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

ACTIVITY Mobile Retail Food - Not Serving Meals, Simple - Food Sales 25 - Million No PHF	EXPIRATION DATE 30-Jun-2022	ID NUMBER HDEH-C2JH5
LICENSEE MAILING ADDRESS STERKEN FAMILY, LLC N58W39800 INDUSTRIAL RD SUITE E OCONOMOWOC WI 53066	NOT TRANSFERABLE	BUSINESS/ESTABLISHMENT ADDRESS KONA ICE LAKE COUNTRY VIN# 1GB0G2BA1E1147690 OCONOMOWOC WI 53066

If you do not receive a renewal form prior to June 30th from your licensing authority, you should send in your payment for renewing your permit to the following address:

WAUKESHA COUNTY DEPARTMENT OF PARKS AND LAND USE DIVISION OF
ENVIRONMENTAL HEALTH
515 W MORELAND BLVD AC 260
WAUKESHA, WI 53188
(262)896-8300

* Include the name of your facility and the ID number.



Village of Hartland Outside Food Vendor Application

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

Contact Information

Business Name All the Crumbs

Business Owner Name Eli and Alia Darling

Home/Cell Phone 262-212-2628

Email alia@allthecrumbscookies.com

Address S42W31370 Hwy 83 #5

City/Zip Genesee Depot 53127

Copy of Proof of Insurance Provided

Copy of Mobile Retail Food Facilities issued by Waukesha County or State of Wisconsin

Rental Information

Person/Group Reserving Park Facility Hartland Kids Day

Event Date 7/27/22

Event Type Public

Arrival Time (include set-up time) TBD

Departure Time (include clean-up time) TBD

Rental Fees

Rental Fee \$75

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

Park Shelter/Open Space

Bark River Park

Centennial Park

Fine Arts Center

Hartbrook Park

Nixon Park

Penbrook Park

Open Space Reserved (describe area below)

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

Alia Darling
Signature

1/25/22

Date

Alia Darling

Name (please print)

Rental Fee	_____
Tax (5% on Rental Fee)	_____
Total Due	_____

Office Use Only:

Date Paid _____

Amount Paid _____

Receipt # _____

Processed _____



HISCOX INSURANCE COMPANY INC. (A Stock Company)

104 South Michigan Avenue, Suite 600, Chicago, Illinois 60603

Commercial General Liability Declarations

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

Policy No.: UDC-4896528-CGL-21

Named Insured: All the Crumbs

Address: S42W31370 Hwy 83, Unit 5
Genesee Depot, WI 53127

Policy period: From: July 12, 2021 To: July 12, 2022

At 12:01 A.M. (Standard Time) at the address shown above.

Form of Business: Partnership

Each Occurrence Limit: \$1,000,000

Damage to Premises Rented to You Limit: \$100,000 Any one premises

Medical Expense Limit: \$5,000 Any one person

Personal & Advertising Injury Limit: \$1,000,000 Any one person or organization

General Aggregate Limit: \$2,000,000

Products/Completed Operations Aggregate Limit: \$2,000,000

Supplemental Business Personal Property Floater Coverage Limit: \$5,000

Supplemental Business Personal Property Floater Coverage Deductible: \$500

All Premises You Own, Rent or Occupy

Premises Number: 1

Address: S42W31370 Hwy 83, Unit 5
Genesee Depot, WI 53127

Total Premium: \$ 584.00

Attachments: See attached Forms and Endorsements Schedule.



Village of Hartland Outside Food Vendor Application

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

Contact Information

Business Name Expectant LLC DBA Chick-fil-A Delafield FSR
 Business Owner Name Christine Anderson
 Home/Cell Phone 847-287-0992 Email christy.anderson@cfafranchisee.com
 Address 2980 Golf Ct City/Zip Delafield WI 53018
 Copy of Proof of Insurance Provided
 Copy of Mobile Retail Food Facilities issued by Waukesha County or State of Wisconsin

Rental Information

Person/Group Reserving Park Facility Lake Country Family Fun
 Event Date 07/27/2022 Event Type _____
 Arrival Time (include set-up time) TBD Departure Time (include clean-up time) TBD

Rental Fees

Rental Fee \$75

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

Park Shelter/Open Space

- | | |
|---|---------------------------------------|
| <input type="radio"/> Bark River Park | <input type="radio"/> Centennial Park |
| <input type="radio"/> Fine Arts Center | <input type="radio"/> Hartbrook Park |
| <input type="radio"/> Nixon Park | <input type="radio"/> Penbrook Park |
| <input type="radio"/> Open Space Reserved (describe area below) | |

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

ceanderson 1/25/2022
 Signature Date
 Christine E. Anderson
 Name (please print)

Rental Fee	_____
Tax (5% on Rental Fee)	_____
Total Due	_____

Office Use Only: Date Paid _____ Amount Paid _____ Receipt # _____ Processed _____



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

License, Permit or Registration

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

ACTIVITY Retail Food - Serving Meals - High Complexity	EXPIRATION DATE 30-Jun-2022	I.D. NUMBER HDEH-BDARPL
LICENSEE MAILING ADDRESS EXPECTANT, LLC 2980 GOLF RD DELAFIELD WI 53018	NOT TRANSFERABLE	BUSINESS / ESTABLISHMENT ADDRESS CHICK-FIL-A 2980 GOLF RD DELAFIELD WI 53018

If you do not receive a renewal form prior to June 30th from your licensing authority, you should send in your payment for renewing your permit to the following address:

WAUKESHA COUNTY DEPARTMENT OF PARKS AND LAND USE DIVISION OF
ENVIRONMENTAL HEALTH
515 W MORELAND BLVD AC 260
WAUKESHA, WI 53188
(262)896-8300

* Include the name of your facility and the ID number.



Waukesha County Department of Parks and Land Use
 Division of Environmental Health
 515 W Moreland Blvd., Room AC260
 Waukesha, WI 53188
 Phone: 262-896-8300 Fax: 896-8298 Email: eh@waukeshacounty.gov

License Application – Transient Retail Food Establishment

ESTABLISHMENT/DBA INFORMATION

ESTABLISHMENT/DBA NAME: Expectant LLC DBA Chick-fil-A Delafield FSR COUNTY: Waukesha

EVENTS/DATES: July 27, 2022 Harland Kids Day, Lake Country Family Fun
 Nixon Park

LEGAL ENTITY INFORMATION – CHECK ONE

Individual Married Couple Limited Liability Company (LLC) Limited Liability Partnership (LLP) Corporation
 Cooperative Partnership Limited Partnership (LP) In what state is your entity registered?

LEGAL ENTITY (only in name of sole proprietor, partnership, LLC, LLP, LP, etc.): Expectant LLC COUNTY: Waukesha

LEGAL ENTITY MAILING ADDRESS: 2980 Golf Ct CITY: Delafield STATE: WI ZIP: 53018

EMAIL ADDRESS: christy.anderson@cfafranchisee.com LEGAL ENTITY PHONE NUMBER: 847-287-0992

CONTACT INFORMATION

CONTACT PERSON: Christine Anderson TITLE: Owner/Operator PHONE NUMBER: 847-287-0992 EMAIL ADDRESS: christy.anderson@cfafranchisee.com

Out of State Operators – If known (List the name of the out of state operator)

LICENSE FEES

Transient Retail Processed Foods (final products require temperature control) LICENSE FEE: \$145.00
 Transient Retail Processed Non-Foods (final products do not require temperature control) LICENSE FEE: \$90.00
 Transient Retail (No Processed Foods) (final products require temperature control) LICENSE FEE: \$90.00

Total Amount Due: \$180.00 Check Number: 0429120974

NOTICE: This application is for a transient retail food establishment license. Personal information you provide may be used for processing and enforcement of this license under Wisconsin Statutes (Wis. Stats.) § 101.01(m). Operating without a license is a violation of Wisconsin law. If you are a cooperative franchisee, you will be required to pay an operating without a license fee in addition to the license fee. The license is valid for one year from the date of issuance. Licenses expire annually on June 30, unless issued for a shorter period. Licenses will expire on June 30 of the following year. The license fee does not include a renewal fee. The Department may require you to pay a renewal fee. The Department may require you to pay a renewal fee. You are not licensed to operate until the Department issues the license. The Department will only issue a license if the application is complete and accurate.

Signature: [Handwritten Signature] Date: 07/26/2022

Please mail the application to: Waukesha County Environmental Health
 515 W Moreland Blvd., Room AC260 Waukesha, WI 53188

Darlene Igl

From: Torin J. Misko
Sent: Tuesday, January 25, 2022 12:36 PM
To: Darlene Igl; Dave Jambretz; Dave Felkner; Ryan Bailey; Scott Hussinger
Cc: Kelli Yogerst; Rosario Collura
Subject: RE: Special Events Application

The police department works with the coordinator every year regarding traffic and parking. We temporarily post No Parking signs on portions of Park Ave to allow proper traffic flow. We had a minor issue with the shuttle parking location on Hartbrook Drive where the volunteers left a little early, so vehicles parked in nearby business parking spaces causing concerns with the businesses impacted. We brought this to the attention of the coordinator last year and we do not expect it to be an issue this year. The Police Department does not have an issue with this event, and we participate in it for community engagement by having an officer and squad car present.

Torin J. Misko
Chief of Police
Hartland Police Department
210 Cottonwood Avenue
Hartland, WI 53029
262-367-2323
tmisko@villageofhartland.com



From: Darlene Igl <darlenei@villageofhartland.com>
Sent: Tuesday, January 25, 2022 8:22 AM
To: Torin J. Misko <tmisko@villageofhartland.com>; Dave Jambretz <davej@villageofhartland.com>; Dave Felkner <dfelkner@villageofhartland.com>; Ryan Bailey <ryanb@villageofhartland.com>; Scott Hussinger <scotth@villageofhartland.com>
Cc: Kelli Yogerst <kelliy@villageofhartland.com>
Subject: Special Events Application

Good morning,

Attached you will find the Special Events application along with all other required forms for the Hartland Kids Day event for your review. Per the new Village ordinance, comments/concerns should be submitted to the Village Clerk in writing. Copies of written comments submitted will be attached to the original application. The original application is on file in my office. Each affected department will mark the original application as either approved or denied, sign the original application and list reason, if denied.

Darlene Igl
Village Clerk
Village of Hartland
210 Cottonwood Avenue
Hartland, WI 53029

Darlene Igl

From: Dave Felkner
Sent: Tuesday, January 25, 2022 11:55 AM
To: Darlene Igl; Torin J. Misko; Dave Jambretz; Ryan Bailey; Scott Hussinger
Cc: Kelli Yogerst
Subject: RE: Special Events Application

Two things I have question with.

-Since there are food trucks. Do they inform Pat Endters of this who runs the beer garden?

-We need to make sure they contact either Waste Management or GFL. Advance disposal is no longer in business.

Dave Felkner
Interim DPW Director
210 Cottonwood Ave.
Hartland, WI 53029
414-630-8168
davef@villageofhartland.com

From: Darlene Igl <darlenei@villageofhartland.com>
Sent: Tuesday, January 25, 2022 8:22 AM
To: Torin J. Misko <tmisko@villageofhartland.com>; Dave Jambretz <davej@villageofhartland.com>; Dave Felkner <dfelkner@villageofhartland.com>; Ryan Bailey <ryanb@villageofhartland.com>; Scott Hussinger <scotth@villageofhartland.com>
Cc: Kelli Yogerst <kelliy@villageofhartland.com>
Subject: Special Events Application

Good morning,

Attached you will find the Special Events application along with all other required forms for the Hartland Kids Day event for your review. Per the new Village ordinance, comments/concerns should be submitted to the Village Clerk in writing. Copies of written comments submitted will be attached to the original application. The original application is on file in my office. Each affected department will mark the original application as either approved or denied, sign the original application and list reason, if denied.

Darlene Igl

Village Clerk
Village of Hartland
210 Cottonwood Avenue
Hartland, WI 53029
Phone: (262) 367-2714
Email: darlenei@villageofhartland.com

Chamber of Hartland, Party in the Park
February 2, 2022

Rebecca Rebholz came in on February 2, 2022 to submit a Special Events Permit.

- Needs to still bring
 - o Tax exempt
 - o Liquor and bartender licenses
 - o Food permits *per food vendor*

- Was informed to call diggers 3 business days before the permit.



300 Cottonwood Ave., Ste. 12
Hartland, WI 53029
(262)367-7059
chamberdirector@hartland-wi.org
www.hartland-wi.org

CHAMBER OF COMMERCE

HARTLAND CHAMBER OF COMMERCE PARTY IN THE PARK

July 23, 2022

OVERVIEW

The Hartland Chamber of Commerce has been coordinating an event for the Hartland community for 50 years. The event has been held in Nixon Park for the past few years with agreement from Police, Fire and Village Officials.

GOALS

1. Fundraising opportunity for the Hartland Chamber which relies on both membership and fundraising events to meet our operating budget.
2. Provide an opportunity for the local community to enjoy music and camaraderie.

SPECIFICATIONS

- Nixon Park 8:00 AM – 11:00 PM
 - Set-Up starts at 8:00 am
 - Cornhole Toss Tournament begins at 2:00 pm
 - Children's activities opens at 5:30
 - Food, alcohol and beverage sales 5:30-11:00
 - Early entertainment solo artist in Beer Garden 5:30-7:00
 - Stage musicians 7:00-11:00
 - Beer Garden – Pat Endter is on the Board of Directors of the Hartland Chamber of Commerce and therefore aware of this request and will again work together
 - Port O Johns provided by the Chamber

Kids area

Nixon Park
Band
Fine Arts Center

Solo Artist

Tennis
Court
hole

Nixon Park
20 min drive - home

Bar

Food
Vendors

Lake Country
Rotary Splash Pad
Kids' summertime...

Ticket Booth

Rock wall

Park
a lot

Dumpster

Dumpster

The National Science Trail



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

SPECIAL EVENT PERMIT APPLICATION

Permit approved		Date	
Permit fees paid	<u>975</u>	Date	<u>2/12/22</u>
Deposit paid	<u>9800 total</u>	Date	<u>2/10/22</u>
Deposit returned	_____	Date	_____
FEES ARE NON-REFUNDABLE			

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

ORGANIZATION INFORMATION			
Name of Organization <u>HARTLAND CHAMBER OF COMMERCE</u>			
Street Address <u>300 COTTONWOOD AVENUE Ste 12</u>	City <u>HARTLAND</u>	State <u>WI</u>	Zip <u>53029</u>
Phone Number <u>262.367.7059</u>	Are you a 501(c)3 Organization? <u>501(c)6</u>		Yes <input type="checkbox"/> No <input type="checkbox"/>
Event Contact Person (First & Last Name) <u>LYNN MINTURN</u>			
Address <u>300 COTTONWOOD AVE. Ste 12</u>	City <u>HARTLAND</u>	State <u>WI</u>	Zip <u>53029</u>
Email <u>chamberdirector@hartland-wi.org</u>	Phone Number <u>262.367.7059</u>	Day of Event Phone Number <u>262.370.9079</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>PARTY IN THE PARK</u>		Date(s) of Event <u>7.23.22</u>	
Event Start Time <u>Set Up 8:00 AM EVENT 5:00pm</u>	Event End Time <u>11:00 PM CLEAN UP 12:00am</u>		
Location of the Event* <u>NIXON PARK 175 E. PARK AVENUE</u>			
Will your event take place in a Village of Hartland Park? <u>NIXON PARK</u>			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<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>			

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

1/18/2022

 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.				
Fire				
Police				
Public Works				
Rec				

Fees

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

All requirements for this special event have been met.

Village Administrator approval

Date



Village of Hartland

Park Facility Reservation Application

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

Permit #

Contact Information

Organization Name (if applicable) Hartland Chamber of Commerce
Renter or Responsible Party Lynn Minturn
Home/Cell Phone 262-367-7059 Email chamberdirector@hartland-wi.org
Address 300 Cottonwood Avenue Ste 12 City/Zip Hartland 53029
If above person cannot be reached: Rebecca Rebholz Phone 262-442-5090

Rental Information

Event Date 7/23/22 Event Type Music/Dance/Cornhole Toss
Arrival Time (include set-up time) 8:00 am Departure Time (include clean-up time) 12:00 am
Attendance 2000 Electricity - Yes No Tax Exempt - Yes No (If yes, please include certificate)

Rental Fees

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

Park Shelter/Open Space

- Bark River (may not use if athletic field is reserved)
- 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 reserved)
- Other Structures to be placed in park (bounce house, dunk tank, climbing wall, etc.) Deposit Required
- Centennial Park
- Open Space Reserved (describe area below)

Grass area north of FAC to Park Ave. This would be the kid area
bounce houses

I verify the information provided and agree to the Park Board's Policy and Village Ordinance regarding Park Usage.

Lynn Minturn
Renter's Signature
LYNN MINTURN
Renter's Name (please print)

1/22/22
Date

Rental Fee (based on number of attendees)

Attendees	Resident	Non-resident
0-50	\$75	\$130
51-100	90	145
101-200	105	160
201+	<u>120</u>	175

Refundable Deposit (based on number of attendees)

- 1 - 100 No deposit required
- 101 - 200 \$200
- 201 - 300 \$300
- 300 + \$400

Rental Fee	<u>120</u>
Tax (5% on Rental Fee)	<u>NA</u>
Deposit (if required)	<u>\$400</u>
Structures deposit (\$100)	<u>\$100</u>
Total Due	<u>\$620</u>

Office Use Only: Date Paid 2/2/22 Amount Paid \$620 Receipt # 234867 Processed 18022 Jeff

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 January 1 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 April 1.

LIMITS TO RESERVATION TIME

- Hours for all village parks are sunrise to sunset
- The Village can not 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.
- Any 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 service 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 in disposal of 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 on the same day. Charges will be assessed for damages incurred during the setup or removal of tents.

Radios are permitted in all picnic area. 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. To change a reservation, a written request must be submitted. 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 deducted from the security deposit.



**Payment Method
(Check all that apply.)**

- Checks Payable to:
Village of Hartland
- Cash
- Credit Card

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. A convenience fee of 2.75% will be added to your payment for credit and debit card payments +\$.50 if under \$100.

Required Information for Credit Card Transactions (write legibly)

Circle One: Visa MasterCard Discover American Express Total Amount: \$ _____

Card #: _____ Expiration Date: _____

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

I Cardholder acknowledges receipt of goods and/or services in the amount of the Total shown hereon and agrees to perform the obligations set forth in the Cardholder's agreement with the Issuer.

Signature (REQUIRED): _____
(This portion of the form will be destroyed after transaction is complete.)

VILLAGE OF HARTLAND FINE ARTS CENTER RESERVATION APPLICATION

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

Organization or Individual's Name: Hartland Chamber of Commerce

Name of Person In Charge: Lynn Minturn

Telephone Number: (Home) 262-370-9079 (Work) 262-367-7059 (EMAIL) chamberdirector@hartland-wi.org

Address: 300 Cottonwood Avenue Ste 12 Hartland WI 53029
Street/Mailing Zip Code

If Above Person Cannot Be Reached: Rebecca Rebholz

Telephone Number: (Home) _____ (Work) 262-442-5090 (EMAIL) rebecca@getsaltyandlit.com

Address: 690 Westfield Way Suite F Pewaukee WI 53072
Street/Mailing Zip Code

Name of Group, Performer: The LoveMonkeys and solo artist to be determined

Description of Entertainment: Band and solo musician, Children's Area, Cornhold Tournament

Is Sponsor Classified as Non-Profit: Yes

Other Permits Required: Beer Shelter Other

Date Paid: 2/02/22 Fee Paid \$150.50 Deposit Paid \$2400 Receipt Number 234867.18022

FEES	Resident	0 - 50	51 - 100	101 - 200	201	
			\$80.00+ 4.00	\$100.00 + 5.00	\$125.00 + 6.25	\$150.50 + 7.53
	Non Resident	0 - 50	51 - 100	101 - 200	201 +	
		\$100.00+ 5.00	\$130.00+ 6.25	\$170.00 + 8.50	\$200.00 + 10.00	
Note: Deposit to be paid by all users		0-50	51-100	101-200	201-300	300+
Refundable Deposit Amounts		\$50.00	\$100.00	\$200.00	\$300.00	\$400.00

(Office Use Only)

Permit Number	Date of Use	Time of Use	Resident/ Non-Resident	Estimated Attendance	Insurance Certificate Required as Determined by Village (y or n)	Electricity Needed (y or n)	TOTAL FEE/DEPOSIT	Date Issued	Issued By
	<u>7/23/22</u>	<u>11am - 1pm</u>	<u>Res</u>	<u>2000</u>	<u>Yes</u>	<u>Yes</u>	<u>400</u>		
Food/Beverage Sales at Concession Window?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No								
Sales of Other Items? Describe Items and Point of Sale	<u>Food sales in the parking lot.</u>								

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

Signature Lynn Minturn 1/22/22

PLEASE BRING THIS PERMIT WITH YOU TO THE PARK



CERTIFICATE OF LIABILITY INSURANCE

OP ID: SS

DATE (MM/DD/YYYY)

01/24/2022

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).

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

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	10/09/2021	10/09/2022	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
A	AUTOMOBILE LIABILITY			83SBAAB5412	10/09/2021	10/09/2022	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						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DEDUCTIBLE						\$
	RETENTION \$						\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	N/A	83WECAB8SYL	10/09/2021	10/09/2022	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	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 on: Hartland Chamber Party In The Park which is scheduled for July 23, 2022

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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**VILLAGE OF HARTLAND
ATHLETIC FACILITY SCHEDULING APPLICATION**

Organization or Individual's Name: HARTLAND CHAMBER OF COMMERCE
 Name of Person In Charge: LYNN MINTURN
 Telephone Number: (Home) 262.370.9079 (Work) 262.367.7059 (EMAIL) chamberdirector@hartland-wi.org
 Address: 300 COTTONWOOD AVENUE STE 12 HARTLAND WI 53029
Street/Mailing Zip Code
 Two Alternate Names If Above Person Cannot Be Reached: (Must Be Completed)
REBECCA REBHOLZ 690 Westfield Way Pewaukee rebecca@getsaltyandlit.com
Name Address Phone (Home, Work & EMAIL)
JACKIE PERRIGO N37W34892 Pondview Ln Oconomowoc 262.893.4592 262.367.7059
Name Address Phone (Home, Work & EMAIL)

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

Signature: *Lynn Minturn*

Date Paid 2/2/22 Field Fees Paid \$88 Deposit Paid \$0 Preps Paid \$0 Receipt Number 234067
(Office Use Only) 1822

Permit Number: _____ Provide Dates, Times or Attach Schedule	Fee Per Use (Including Games and Practices) Tax not Charged for Tax-Exempt	Deposit (See Below)	Field Prep Charges See Page 2	Total Amount Due	Date Issued	Insurance Certificate?	Request Taken By
Baseball Fields (Large)							
Nixon	\$35.00 + 1.75						
Centennial	\$35.00 + 1.75						
Hartbrook	\$25.00 + 1.25						
Penbrook	\$25.00 + 1.25						
Baseball Fields (Small)							
Hartbrook	\$25.00 + 1.25						
Joliet	\$25.00 + 1.25						
Nixon	\$25.00 + 1.25						
Softball Field							
Bark River*	\$35.00 + 1.75						
Soccer Fields(Large)							
Centennial	\$30.00 + 1.50						
Hartbrook	\$30.00 + 1.50						
Penbrook	\$30.00 + 1.50						
Soccer Field (Small)							
Hartbrook	\$30.00 + 1.50						
Football Field							
Centennial	\$100.00 + 5.00						
Tennis Courts/Pickleball							
Nixon	\$11+ .55 per court every 2 hours			noon-7pm			
Penbrook	\$11+ .55 per court every 2 hours						

*Field Reservation Includes Shelter at Bark River Park Only

Turn Page Over for Prep Fees

Refundable Deposit Amounts	\$50.00	\$100.00	\$200.00	\$300.00	\$400.00
Number of Participants	0-50	51-100	101-200	201-300	300+

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

VILLAGE OF HARTLAND
210 COTTONWOOD AVE
HARTLAND WI 53029
262-367-2714

Transaction 234867.18622
02/02/2022 07:37am
pos @ VOHPC-POS2

PARK SHELTER TAX EXMPT	\$150.50
CHAMBER/FAC/PARTYINTHEPARK	\$400.00
SPECIAL DEPOSITS	
CHAMBER/PARTYINTHEPARK/FACDEPOSIT	\$120.00
PARK SHELTER TAX EXMPT	
CHAMBER/PARTYINTHEPARK/OPENSACE	\$400.00
SPECIAL DEPOSITS	
CHAMBER/PARTYINTHEPARK/OPEN/SPACE/DEPOSIT	\$100.00
SPECIAL DEPOSITS	
CHAMBER/PARTYINTHEPARK/OPEN/STRUCTURE	\$75.00
LICENSES	
CHAMBER/PARTYINTHEPARK/SPECIALALEVENTSPERMIT	\$88.00
PARK SHELTER TAX EXMPT	
CHAMBER/PARTYINTHEPARK/TENNISCOURTS	

Receipt Total \$1,333.50

Check Payment (1075) \$1,333.50