

PARK AND RECREATION BOARD AGENDA
MONDAY DECEMBER 5, 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 November 7, 2022, meeting.

Recreation –

2. Discussion and possible consideration for a Special Event for Winter Play Date at Nixon Park, Jan. 21, 2023, Kiwanis.
3. Discussion and possible consideration for a Special Event for Hartland's Bark River Bash on May 6, 2023, Kiwanis.
4. Discussion and possible consideration of Thursday Night Concert Series.
5. Discussion on Winter Recreation guide.

Public Works –

6. Discussion and consideration of changing ordinance regarding Nixon Park hours.
7. Discussion and possible consideration of increasing field prep fees.
8. Discussion about hunting in the parks to control deer population.

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, NOVEMBER 7, 2022
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

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

Others: Dave Felkner, Ryan Bailey, Sara Rennekamp, and Leo Jungbluth.

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.)

No public comments.

1. Discussion and possible consideration to approve the October 3, 2022, Park, and Recreation meeting minutes.

Motion (Ferrell/de Boer) to approve the Park and Recreation minutes of October 3, 2022, with correction of Kathy Van Thiel as present on the October 3rd minutes. Carried (7-0).

2. Introduction of new Recreation Director Sara Rennekamp-

Village Manager Bailey introduced Sara Rennekamp, who is the new Recreation Director. Rennekamp was born and raised in Hartland. She attended Eau Claire then moved to Alabama. She said she was with the Wisconsin Athletic Club for 6 years as sales manager and is an active chamber member. Bailey said the Winter guide is finished and will be going out.

Public Works Items-

3. Discussion and possible consideration of changing ordinance regarding Nixon Park Hours-

Felkner said a board member has received some complaints since the bollards were installed that people are staying at Nixon Park after sunset and ordinance says sun-up to sun-down. He said the thought was to originally to change it to Nixon Park and add it until 11pm like we do for special events. He said he spoke to the Village Attorney who said if we take that route, it will take three readings at the Village Board. The attorney recommended giving the PB members all the Park ordinances and see if there is anything else that needs to be changed. Felkner said one thing that is not in any of the ordinances is the Ice Age Trail that goes through our parks and Ice Age Trail does not list there are any hours on their trails. Felkner said he will send it out to everyone so they can review it so let us table it until the December meeting.

Motion (Conner/Eisenhut) to table this agenda item until the December meeting. Carried (7-0).

4. Discussion and consideration of Kiwanis Logo at Nixon Park-

Felkner explained that Kiwanis painted a caterpillar and hopscotch on the path near the Fine Arts Center, and they would like to paint the Kiwanis logo K in one of the circles of the caterpillar.

Felkner said we have never done anything like company logos before.

Linda Hallquist was present for the Kiwanis and explained they are trying to create awareness for Kiwanis, and they are looking to promote the Kiwanis membership. She said they are hoping to put it in between the two paintings by itself. She said they will not be painting it until the spring.

Chairman Hallquist asked if it would say international or Hartland and she said International. He asked if Kiwanis has a Hartland chapter. Someone commented that a sign at the Fine Arts Center says Hartland.

Felkner asked if it is a trademark and does it have to say International. Linda Hallquist said they would make it consistent with the others.

Brief discussion on the current Kiwanis logos at the park. Eisenhut expressed concern about getting excessive with advertising at the park. He said if we are going to do something like this, maybe have a sponsorship like we do at the ice-skating rink and have a sponsor in each one of the caterpillar circles. The comment was made the letters in the circles are small and might junk it up.

Felkner said there were several signs from former sponsors at Castle Park and the Park Board allowed Kiwanis to paint over them.

Miller said he is ok with it because they do donate things to the park but understands Eisenhut's point.

Motion (Miller/Farrell) to approve the Kiwanis to paint the logo in between the Hopscotch and caterpillar at Nixon Park. Carried (5-0). With two abstentions, Hallquist and Eisenhut.

5. Discussion and possible consideration of Annual Review of the Bark River, Nixon Park Canteen Agreements with HAAA, Flanagan-Dorn Canteen Agreement, Lake Country Lacrosse Centennial Park Use Agreement, and the Score Board/Press Box Agreement with the Lake Country Chiefs.

Felkner said it is the annual review of the agreements and he would like to make some changes.

HAAA Canteen agreement –

- the comprehensive liability insurance was changed from \$500,000 to \$1,000,000.
- the Comprehensive Liquor Liability Insurance was changed from \$500,000 to \$1,000,000.
- a \$500 deposit is paid, and the Canteen is to be cleaned out by Oct. 15th. Would like to change date from Oct. 15 to Oct. 31.

Hallquist asked if the user groups are cleaned out by the 15th and Felkner said yes because they turn the water off on the 15th for the season. Felkner explained not only do they have to do an agreement with us, but they also must fill out the paperwork and pay to use the fields just like any other user group. Brief discussion of field use cost and prep. Felkner said Jungbluth will be bringing back the fees for preps. Brief discussion on the groups that want to use our fields.

Hallquist said we will be meeting with the groups again early next spring and said HAAA has certain things that are theirs and Felkner said those things are listed in item #15.

HAAA Nixon Canteen –

- the comprehensive liability insurance was changed from \$500,000 to \$1,000,000.
- the Comprehensive Liquor Liability Insurance was changed from \$500,000 to \$1,000,000.
- a \$500 deposit is paid, and the Canteen is to be cleaned out by Oct. 15th. Would like to change date from Oct. 15 to Oct. 31.
- under #8, they pay 75% of the electricity cost. He explained the Village of Hartland does not pay anything for the electricity there, it is paid for by HAAA or the Legion. He went over the percentage HAAA and the Legion pays, and he said last year the Legion did a wonderful thing and said they would pay for all the electricity for everyone for the summer of 2022.

Flanagan -Dorn Canteen agreement -

- the comprehensive liability insurance was changed from \$500,000 to \$1,000,000.
- the Comprehensive Liquor Liability Insurance was changed from \$500,000 to \$1,000,000.
- Pays 50% of electricity.

Let Kids fly agreement -

- Soccer organization that uses Centennial soccer field.
- pay \$50 per use.
- play 3-5 nights a week.
- bring in their own goals.

Brief discussion regarding that some agreements do not automatically renew and possible looking at those next year.

Oconomowoc Rugby Club-

Felkner said we charge them a \$1000 deposit due to it being adults. Brief discussion on the Rugby Club checking in, in the case of inclement weather.

Lake Country Lacrosse –

Lake Country Lacrosse uses centennial park fields. They pay \$70 per use, bring their own nets. Felkner said they do challenge the Village when they are told to stay off the field due to inclement weather. Jungbluth commented that they played in the rain one day. Discussion on increasing their deposit due to the damage Lacrosse does to the field. It was decided to have a \$1000 deposit for Lacrosse.

Motion (Conner/Hallquist) to approve the agreements for the parks with the following stipulations on HAAA agreement under #10 change the date from Oct. 15 to Oct. 31st and on Lacrosse agreement include a \$1000 deposit using the same verbiage on #18 of Rugby agreement. Carried (7-0).

- 6. 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.**

PARK BOARD MINUTES
MONDAY NOVEMBER 7, 2022
7:00 PM
PAGE 4

Eisenhut commented on the deer issue in Hartland.
Carnival – discuss at upcoming meeting.
Chamber is looking at having Street dance back on the street
Holiday Lights Dec. 2nd
Holiday Train Dec. 9th

7. Adjourn-

Motion (Eisenhut/de Boer) to adjourn. Carried (7-0).
Meeting adjourned at 7:51 pm.

Respectfully submitted By Recording Secretary,
Deidre Bushey - Deputy Clerk



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) Kiwanis of Greater Hartland
 Renter or Responsible Party Kiwanis of Greater Hartland - Lynn Muenzenberger event chairperson
 Home/Cell Phone 262-844-3265 (cell) Email jlmuenzenberger@yahoo.com
 Address 182 Warren Ave City/Zip Hartland WI 53029
 If above person cannot be reached: Jim Muenzenberger Phone 262-844-3266

Rental Information

Event Date January 21, 2023 Event Type Winter Play Day - Free Community Event
 Arrival Time (include set-up time) 10:00am Departure Time (include clean-up time) 5:30pm
 Attendance unknown 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)

Nixon Park playground area, T-ball area, Fine Arts area, Warming Hut

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

Lynn Muenzenberger
 Renter's Signature
 Lynn Muenzenberger

11/17/2022
 Date

Renter's Name (please print)

Rental Fee (based on number of attendees)

Attendees Resident Non-resident

Requesting park rental fee be waived since this is a free community event. to bring families to the park in winter.

Structures deposit (\$100)

Total Due

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

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.



Winter Play Day: Saturday, January 21, 2023

2:00 – 5:00pm

Nixon Park

Family play day in Nixon Park!

- This is a free community event provided by the Kiwanis of Greater Hartland.
- Kiwanis to run a series of free games set-up in the park, in front of the Fine Arts Center stage, near the tennis courts and the ice rink.
- Complimentary hot chocolate provided outside the warming hut; we may solicit donations.

Scheduled Activities

- Penguin Egg Hunt at 2:15pm

Ongoing Activities:

- Snowball Toss Game
- Limbo
- Freeze bubbles
- Rubber Duck Toss Game
- Snow Obstacle Course
- Ice bowling
- Bingo
- Hockey Puck Shoot
- Ice skating

Penguin Egg hunt will be set-up in the tennis court area and splash pad area, one area for kids 5 and under and the other for kids 6 and up. Ongoing activities to be set-up in front of the Fine Arts Center, near the ice rink and on a portion of the ice rink (still space for skating). Also, to serve hot chocolate in front of the warming hut.

Requesting access to use the electrical outlets outside the warming hut for outdoor heater and electricity in the Fine Arts Concession stand for inflatable snowman.

Also, requesting the park rental fee be waived since this is a free community event to help bring families to the park in the winter season.



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

SPECIAL EVENT PERMIT APPLICATION

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

FEES ARE NON-REFUNDABLE

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

ORGANIZATION INFORMATION				
Name of Organization Kiwanis of Greater Hartland				
Street Address PO Box 444		City Hartland	State WI	Zip 53029
Phone Number 262-844-3265		Are you a 501(c)3 Organization?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Event Contact Person (First & Last Name) Lynn Muenzenberger				
Address 182 Warren Ave		City Hartland	State WI	Zip 53029
Email jlmuenzenberger@yahoo.com		Phone Number 262-844-3265	Day of Event Phone Number 262-844-3265	
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 Winter Play Day	Date(s) of Event January 21, 2023
Event Start Time 10:00am set-up, event starts 2:00pm	Event End Time 5:30pm
Location of the Event* Nixon Park	
Will your event take place in a Village of Hartland Park?	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>	

OTHER INFORMATION

Generally describe your event and its purpose
 Kiwanis of Greater Hartland to host a free community event in Nixon Park. Kiwanis to run a series of games in the park near the playground Fine Arts Center and ice rink, and offer complimentary hot chocolate. The purpose is to help bring families to the park in the winter season.

Estimated Number of Participants unknown (~150 last year)	Spectators	Vendors None
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Will alcohol be sold/served? <i>If yes, liquor and bartender licenses are necessary under separate application.</i>	Yes	<input checked="" type="radio"/> No
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Will you be selling/serving food?	Yes	<input checked="" type="radio"/> No
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Will you have food trucks? <i>If yes, you will need to obtain Outside Food Vendor Permits under separate application.</i>	Yes	<input checked="" type="radio"/> No
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If yes, how many food trucks will be at the event?

Will you be selling merchandise? <i>If yes, you will need to obtain a Solicitor's Permit under separate application.</i>	Yes	<input checked="" type="radio"/> No
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Does the event involve fireworks? <i>If yes, you will need to obtain a Fireworks Permit under separate application.</i>	Yes	<input checked="" type="radio"/> No
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Does the event involve amplified music?	Yes	<input checked="" type="radio"/> No
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If yes, will the amplified music be a:	Band	DJ
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Hours of amplified music:	
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Noise is regulated within the Village of Hartland. The Village ordinance states that no person shall make loud noise such as may tend to unreasonably annoy or disturb the peace and quiet of another in the vicinity. Music for special events shall terminate at 9:00 p.m. if the event held Sunday through Thursday and at 11:00 p.m. if the event is held on a Friday, Saturday or holiday weekend.

Is street closure requested?	Yes	<input checked="" type="radio"/> No
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Hours of street closure:	
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Diagram for Street Closure Provided?	Yes	<input type="radio"/> No
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Will you need barricades provided by the Village for your event?	Yes	<input checked="" type="radio"/> No
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How many barricades needed for your event?

"Road Closed" signs requested?	Yes	<input checked="" type="radio"/> No
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Will you be erecting any tents, canopies or other temporary structure(s)? <i>If yes, You will need to provide a plan for their proposed locations and the Department of Public Works will need to inspect these structures prior to the start of your event. Tents over 400 sq. feet will require inspection by the Building Inspector.</i>	Yes	<input checked="" type="radio"/> No
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Will you be providing portable restrooms and wash stations?	Yes	<input checked="" type="radio"/> No
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OTHER INFORMATION CONTINUED

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

Will you provide parking for participants?	Yes	No
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If yes, where will parking be available?

Street parking and Nixon parking lot

Will you provide a dumpster/clean-up services?	Yes	<input checked="" type="radio"/> No
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If yes, please describe your clean-up and refuse collection plan.

Will the event require additional security?	Yes	<input checked="" type="radio"/> No
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Will you have an emergency plan in the event of severe weather? Will be cancelled	Yes	No
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Will the event require first aid and/or emergency responders?	Yes	<input checked="" type="radio"/> No
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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?	<input checked="" type="radio"/> Yes	No
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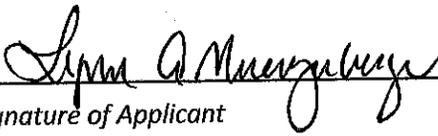
DEPOSIT REQUIREMENTS

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.


11/17/2022
 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 Police Chief
 Building Inspector Public Works Director
 Fire Chief Rec Director
 Date: _____

Fice

DEPT.	APPROVE	DENY	BY	REASON (if denied)
Bldg. Insp.	X 11/17/22		Daniel J. Hoff	
Clerk				
Fire				
Police	X 11/17/22		Chief M. S. Ho	
Public Works	X		D. J. Hoff	
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** _____

Winter Play Day: Saturday, January 21, 2023

2:00 – 5:00pm

Nixon Park

Family play day in Nixon Park!

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- Kiwanis to run a series of free games set-up in the park, in front of the Fine Arts Center stage, near the tennis courts and the ice rink.
- Complimentary hot chocolate provided outside the warming hut; we may solicit donations.

Scheduled Activities

- Penguin Egg Hunt at 2:15pm

Ongoing Activities:

- Snowball Toss Game
- Limbo
- Freeze bubbles
- Rubber Duck Toss Game
- Snow Obstacle Course
- Ice bowling
- Bingo
- Hockey Puck Shoot
- Ice skating

Penguin Egg hunt will be set-up in the tennis court area and splash pad area, one area for kids 5 and under and the other for kids 6 and up. Ongoing activities to be set-up in front of the Fine Arts Center, near the ice rink and on a portion of the ice rink (still space for skating). Also, to serve hot chocolate in front of the warming hut.

Requesting access to use the electrical outlets outside the warming hut for outdoor heater and electricity in the Fine Arts Concession stand for inflatable snowman.

Also, requesting the park rental fee be waived since this is a free community event to help bring families to the park in the winter season.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/17/2022

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 Hylant - Indianapolis 10401 North Meridian St, Ste 200 Indianapolis IN 46290		CONTACT NAME: Lisa Christenson PHONE (A/C No. Ext): 317-817-6172 E-MAIL ADDRESS: kiwaniscert@hylant.com		FAX (A/C No): 317-817-5151
INSURED Kiwanis International, All Clubs and Their Members 3636 Woodview Trace Indianapolis IN 46268		INSURER(S) AFFORDING COVERAGE INSURER A: Lexington Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:		NAIC # 19437

COVERAGES

CERTIFICATE NUMBER: 2099349215

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	ADDITIONAL SUBROGATION WAIVED	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 <input checked="" type="checkbox"/> Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	013136005	11/1/2022	11/1/2023	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 Liquor Liability \$1,000,000
A	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY		013136005	11/1/2022	11/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in IN) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Self-insured Retention		013136005	11/1/2022	11/1/2023	All Claims \$75,000

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

The Certificate Holder and others as defined in the written agreement are additional insured subject to the terms, conditions, and exclusions on the policy with respect to the General Liability only regarding the following Kiwanis event (setup, take down & rain date(s) during the policy term are included).
 May 6th, 2023 or any future date(s) during the policy term.

Kayak/Canoe Paddle and Duck Derby
 Located @ Nixon Park & Centennial Park, Hartland, WI
 Kiwanis Club of Greater Hartland

CERTIFICATE HOLDER**CANCELLATION**

Village of Hartland
 Attn: Darlene Igl
 210 Cottonwood Ave.
 Hartland, WI 53029

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

AUTHORIZED REPRESENTATIVE

Judy K. Wilson

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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) Kiwanis of Greater Hartland
 Renter or Responsible Party Kiwanis of Greater Hartland - Jim Muenzenberger event chairperson
 Home/Cell Phone 262-844-3266 Email jlmuenzenberger@yahoo.com
 Address 182 Warren Ave City/Zip Hartland, WI 53029
 If above person cannot be reached: Lynn Muenzenberger Phone 262-844-3265

Rental Information

Event Date May 6, 2023 Event Type Community Event/Fundraiser-Bark River Bash
 Arrival Time (include set-up time) 8:00am Departure Time (include clean-up time) 3:00pm
 Attendance unknown 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)

Rental Fee (based on number of attendees)

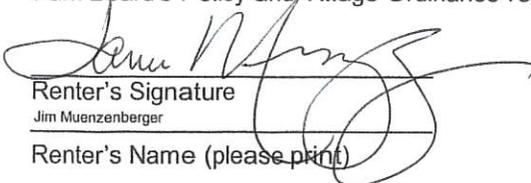
Attendees	Resident	Non-resident
<u>0-50</u>	\$75	\$130
51-100	90	145
101-200	105	160
201+	120	175

Refundable Deposit (based on number of attendees)

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

Also, Fine Arts Center and area in front of warming shed

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


 Renter's Signature
 Jim Muenzenberger

11/17/2022
 Date

Renter's Name (please print)

Rental Fee	_____
Tax (5% on Rental Fee)	_____
Deposit (if required)	_____
Structures deposit (\$100)	_____
Total Due	_____

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

VILLAGE OF HARTLAND
WARMING SHED AND FINE ARTS CENTER RESERVATION FORM

210 COTTONWOOD AVENUE | HARTLAND, WI 53029 | PHONE 262-367-2714 | FAX 262-367-2430

Reservation for: Warming Shed Fine Arts Center
 Organization or Individual's Name: HARTLAND KWANIS / B.I.D.
 Name of Person in Charge: JIM MUENZENBERGER
 Telephone Number: Home: 262-367-4411 Work: 262-844-3266 (C)
 Email Address: drjms team@hotmail.com
 Address: 182 Warren Ave Hartland
 Secondary Contact: Lynn Muenzenberger
 Telephone Number: Home: same Work: 262-844-3265 (C)
 Email Address: jlmuenzenberger@yahoo.com
 Address: same
 Name of Group/Performer: - Unknown - possibly "A Little bit of Heaven"
 Description of Entertainment: music
 Is Sponsor Classified as Non-Profit: Yes
 Other Permits Required: Beer Shelter Other
 Date Paid: _____ Fees: _____ Deposit: _____ Receipt Number: _____

Warming Shed Fees					
Number of People	20 people max				
Refundable Deposit	\$100.00				
Fees	Resident	\$50.00 + tax			
	Non-Resident	\$90.00 + tax			
Fine Art Center Fees					
Number of People	0-50	51-100	101-200	201-300	301+
Refundable Deposit	\$50.00	\$100.00	\$200.00	\$300.00	\$400.00
Fees	Resident	\$80.00 + tax	\$100.00 + tax	125.00 + tax	150.50 + tax
	Non-Resident	\$80.00 + tax	\$100.00 + tax	125.00 + tax	150.50 + tax

Permit Number:	Date of Use	Time of Use	Resident/ Non-Resident	Estimated Attendance	Insurance Certificate	Electricity Needed	Total Deposit	Date Issued	Issued By

Warming Shed									
Fine Art Center									
Food/Beverage Sales at Concessions Window?									
Sales of Other Items? Describe Items and Point of Sale.									

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

Signature:  11/30/22

VILLAGE OF HARTLAND FINE ARTS CENTER USE POLICY

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

Hartland's Bark River Bash – 2023

Hosted by the Hartland Kiwanis and Hartland Business Improvement District

May 6, 2023, running approximately **9am-2pm**.

Features:

- **9am-11am** Kiwanis Bark River Canoe/Kayak Run – casual tour starting in Centennial Park and finishing at Nixon Park. (Suggested donation \$10-20)
- **12-12:30pm** – Kiwanis Rubber Duck Derby- from the covered bridge (Bark River Greenway) to the Nixon Park Pond area.
- **1pm-2pm** Kiwanis/BID secondary raffle of certificates and prizes.
- **10am-2pm** Kiwanis Hammer-schlagen at Nixon Park.
- **10am-2pm** Hartland BID vendor booths (BID and non-BID vendors)
- **10am- 2pm** Beer Garden and food provided by Endter's.
- **10am -2pm** Music in the Nixon Park bandshell.
- **10am -12** Hartland IATC- Ice age trail tour from Nixon to Centennial Park and back.

Vendors and other groups are welcome to create fun and games that relate to the theme of the day.

Updated 11/17/22.



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

SPECIAL EVENT PERMIT APPLICATION

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

FEES ARE NON-REFUNDABLE

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

ORGANIZATION INFORMATION			
Name of Organization Kiwans of Greater Hartland			
Street Address PO Box 444	City Hartland	State WI	Zip 53029
Phone Number 262-844-3265	Are you a 501(c)3 Organization?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Event Contact Person (First & Last Name) Jim Muenzenberger			
Address 182 Warren Ave	City Hartland	State WI	Zip 53029
Email jlmuenzenberger@yahoo.com	Phone Number 262-844-3266	Day of Event Phone Number 262-844-3266	
If applicant is a partnership, provide names, addresses and phone numbers for all partners. Provide names, addresses and phone numbers for all officers and directors if corporation or members if applicant is a limited-liability company.			

EVENT INFORMATION			
Name of Event Bark River Bash	Date(s) of Event May 6, 2023		
Event Start Time 9:00 am	Event End Time 2:00 pm		
Location of the Event* Centennial Park and Nixon Park			
Will your event take place in a Village of Hartland Park?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
You MUST attach a detailed map/diagram of your event indicating the specific location and layout for event including vendors, generators, parking, proposed road closures, structures and portable toilets.			
*If you are using a Village Park, you must complete the Park Facility Reservation Application and reserve the park facility prior to getting your special event permit approved by the Village Board.			

OTHER INFORMATION

Generally describe your event and its purpose

Canoe/Kayak paddle down the Bark River starting near Centennial parking lot and finishing near playground in Nixon Park. Rubber duck derby from covered bridge (Bark River Greenway) to Nixon Park. Hartland BID to organize vendor booths along Nixon park path. Enters to open Beer Garden. Music in hardshell or in front of warming hut.
 Purpose: Community event and fundraiser.

Estimated Number of Participants	Spectators	Vendors
Unknown - weather dependent		

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

<input checked="" type="radio"/> Yes	No
--------------------------------------	----

Will you be selling/serving food? *Enters to sell food*

<input checked="" type="radio"/> Yes	No
--------------------------------------	----

Will you have food trucks? *If yes, you will need to obtain Outside Food Vendor Permits under separate application.*

Yes	<input checked="" type="radio"/> 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	<input checked="" type="radio"/> No
-----	-------------------------------------

Does the event involve fireworks? *If yes, you will need to obtain a Fireworks Permit under separate application.*

Yes	<input checked="" type="radio"/> No
-----	-------------------------------------

Does the event involve amplified music?

<input checked="" type="radio"/> Yes	No
--------------------------------------	----

If yes, will the amplified music be a:

<input checked="" type="radio"/> Band	DJ
---------------------------------------	----

Hours of amplified music: *10:00 am - 2:00 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	<input checked="" type="radio"/> No
-----	-------------------------------------

Hours of street closure:

Diagram for Street Closure Provided?

Yes	No
-----	----

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

<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> No
--------------------------------------	-------------------------------------

How many barricades needed for your event? *20 to 25 barricades to Nixon park*

"Road Closed" signs requested?

Yes	<input checked="" type="radio"/> 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	<input checked="" type="radio"/> No
-----	-------------------------------------

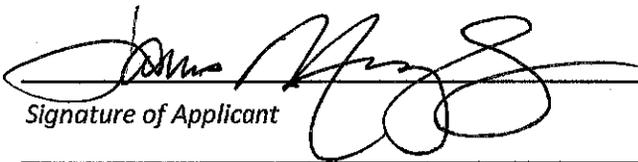
Will you be providing portable restrooms and wash stations?

Yes	<input checked="" type="radio"/> No
-----	-------------------------------------

TERMINATION OF AN EVENT

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

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


 Signature of Applicant

11-17-22
 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	X		<i>James Misko</i>	
Police	X 11/2/22		Chief Misko	
Public Works	X		<i>D. [Signature]</i>	
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

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, Centennial parking lot, Nixon Parking lot

Will you provide a dumpster/clean-up services?

Yes

No

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

Will the event require additional security?

Yes

No

Will you have an emergency plan in the event of severe weather? *Event will be cancelled*

Yes

No

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

Yes

No

INSURANCE REQUIREMENTS

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

Are you able to provide these insurance documents?

Yes

No

DEPOSIT REQUIREMENTS

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

Hartland's Bark River Bash – 2023

Hosted by the Hartland Kiwanis and Hartland Business Improvement District

May 6, 2023, running approximately 9am-2pm.

Features:

- **9am-11am** Kiwanis Bark River Canoe/Kayak Run – casual tour starting in Centennial Park and finishing at Nixon Park. (Suggested donation \$10-20)
- **12-12:30pm** – Kiwanis Rubber Duck Derby- from the covered bridge (Bark River Greenway) to the Nixon Park Pond area.
- **1pm-2pm** Kiwanis/BID secondary raffle of certificates and prizes.
- **10am-2pm** Kiwanis Hammer-schlagen at Nixon Park.
- **10am-2pm** Hartland BID vendor booths (BID and non-BID vendors)
- **10am- 2pm** Beer Garden and food provided by Endter's.
- **10am -2pm** Music in the Nixon Park bandshell.
- **10am -12** Hartland IATC- Ice age trail tour from Nixon to Centennial Park and back.

Vendors and other groups are welcome to create fun and games that relate to the theme of the day.

Updated 11/17/22.



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

November 29, 2022

David Sutton
Joe Glomski
Bank Five Nine
800 Cardinal Land
Hartland, WI 53029

Thank you for your interest in sponsoring the Village of Hartland's 2023 Thursday Night Concert Series. The Series begins in June and runs 10 weeks, ending in August. The projected cost of 2023 Concert Series is \$8000.00. This includes the cost of performers as well as promotional materials. The Village is looking for a premier sponsor to partner with to preserve this summer community event.

The Premier Sponsorship of the Thursday Night Concert Series includes your logo on all promotional materials. Promotional materials include but are not limited to:

- Flyers
- Advertisement on the Village of Hartland's website
- Promotions in the weekly eNewsletter, Hartland Happenings
- Advertisement in the Summer Recreation Guide
- 4'x6' banner sponsorship banner on the tennis courts facing the Park Avenue entrance to Nixon Park (Figure 1*)
- 4'x6' banner with list of dates and bands on building facing the Maple Avenue entrance to Nixon Park (Figure 2*)
- 6'x12' banner sponsorship banner on the stage of the Fine Arts Center (Figure 3*)
- (2) 4'x6' banners (sponsorship on left, dates and bands on the right) on either side of the Fine Arts Center (Figure 3*)
- (2) 4'x6' banner wings (sponsorship on left, dates and bands on the right) at the base of the beer garden entrance arch (Figure 4*)

*Pictured banner sizes are an approximation.

We are happy to discuss our Premier Sponsorship opportunity further. I can be reached at ryanb@villageofhartland.wi.gov to schedule an appointment.

Thank you for your continued support of the Village of Hartland.

Ryan Bailey
Village Manager
Village of Hartland

Figure 1



Figure 2



Figure 3



Figure 4



- **Sec. 70-3. - Closing hours.**

[SHARE LINK TO SECTION](#)[PRINT SECTION](#)[DOWNLOAD \(DOCX\) OF SECTION](#)[EMAIL SECTION](#)[COMPARE VERSIONS](#)

(a)

Generally. Hours for all village parks shall be sunrise to sunset.

(b)

Exceptions. The park board shall determine the closing hours for the following:

(1)

Regularly scheduled baseball or softball games.

(2)

Ice skating on a park board authorized rink.

(3)

Special events approved by the park board.

(Code 1991, § 9.21(2))

- **Chapter 70 - PARKS AND RECREATION^[1]**

[SHARE LINK TO SECTIONPRINT SECTIONDOWNLOAD \(DOCX\) OF SECTIONEMAIL SECTIONCOMPARE VERSIONS](#)

Footnotes:

--- (1) ---

Cross reference— Amusement parks, § 10-1; streets and sidewalks, ch. 78; vegetation, ch. 90.

- **ARTICLE I. - IN GENERAL**

[SHARE LINK TO SECTIONPRINT SECTIONDOWNLOAD \(DOCX\) OF SECTIONEMAIL SECTIONCOMPARE VERSIONS](#)

- **Sec. 70-1. - Operation of motor vehicles.**

[SHARE LINK TO SECTIONPRINT SECTIONDOWNLOAD \(DOCX\) OF SECTIONEMAIL SECTIONCOMPARE VERSIONS](#)

Motor vehicles may only be operated on a roadway in village parks. Motor vehicles may be parked only in those areas of village parks which are not posted with signs which prohibit parking.

(Code 1991, § 9.21(1))

- **Sec. 70-2. - Animals.**

[SHARE LINK TO SECTIONPRINT SECTIONDOWNLOAD \(DOCX\) OF SECTIONEMAIL SECTIONCOMPARE VERSIONS](#)

(a)

Unless otherwise authorized by the park board, it shall be unlawful for any person, group or organization to: Bring or permit a dog, in any village park or pathway at any time unless said animal is on a leash not exceeding six feet in length and under the owner's control or to bring any dog, in any village park or pathway which is not properly licensed with all required vaccinations and shots. Furthermore, the owner or

person having immediate control of the dog shall promptly remove and dispose of in a sanitary manner, any excrement left or deposited by the animal upon public property.

(b)

No dogs shall be allowed on the pathway system located behind the homes on Rae Drive in the River Meadow Subdivision except for:

(1)

Any dog used by a disabled person to assist them in his or her activities; or

(2)

Any canine assisting a law enforcement officer.

(Code 1991, § 9.21(5); Ord. No. 717-05, §§ 1, 2, 7-11-2005)

Cross reference— Animals, [ch. 14](#).

- **Sec. 70-3. - Closing hours.**

[SHARE LINK TO SECTIONPRINT SECTIONDOWNLOAD \(DOCX\) OF SECTIONEMAIL SECTIONCOMPARE VERSIONS](#)

(a)

Generally. Hours for all village parks shall be sunrise to sunset.

(b)

Exceptions. The park board shall determine the closing hours for the following:

(1)

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(2)

Ice skating on a park board authorized rink.

(3)

Special events approved by the park board.

(Code 1991, § 9.21(2))

- **Sec. 70-4. - Regulations; posting; enforcement.**

[SHARE LINK TO SECTIONPRINT SECTIONDOWNLOAD \(DOCX\) OF SECTIONEMAIL SECTIONCOMPARE VERSIONS](#)

The superintendent of public works shall, upon receipt of notice from the park board, erect and post such notices, rules and regulations as are considered necessary by the park board, either temporary or permanently, for the proper conduct in and use of the village parks. The chief of police shall enforce such notices, rules and regulations as authorized by the park board and posted by the superintendent of public works.

(Code 1991, § 9.21(3))

- **Sec. 70-5. - Intoxicating beverages.**

[SHARE LINK TO SECTIONPRINT SECTIONDOWNLOAD \(DOCX\) OF SECTIONEMAIL SECTIONCOMPARE VERSIONS](#)

(a)

Permit required. No person shall possess or drink intoxicating beverages within any village park unless he has obtained a permit as specified under [chapter 6](#) of this Code.

(b)

Posting. The park board shall post metal signs at all park entrances announcing the prohibition of possession and consumption of intoxicating beverages without a permit, and designating the areas in the park where the permit is valid.

(c)

Intoxicating liquor. A permit granted under [chapter 6](#) of this Code shall allow only the possession and consumption of fermented malt beverages. No person may possess or consume any intoxicating liquor in a village park.

(d)

Exceptions. The provisions of this section shall not include:

(1)

The areas established by the park board as authorized baseball and softball diamonds in Nixon and Bark River Parks, where the sale, possession and consumption of malt beverages is authorized by the park board, or by the issuance of licenses for the sale of malt beverages by the village board, during regularly scheduled baseball or softball league or tournament games.

(2)

The park board from allowing malt beverages to be sold, possessed or consumed on park land during a special event, such as community celebrations or functions.

(e)

Park areas where possession and consumption of malt beverages allowed by permit. Picnic areas are park areas where possession and consumption of malt beverages shall be allowed by permit. Picnic areas shall mean park land equipped with picnic tables, benches and cooking grills and normally used for the preparation and consumption of food.

(f)

Park areas where possession and consumption of malt beverages not allowed.

(1)

Playground area. Playground means park land equipped with, but not limited to, teeter-totters, slides, sandboxes and other play equipment and apparatus; basketball and tennis courts; and open grass areas designated by the park board as playgrounds.

(2)

Parking lot area. Parking lot means park land designated by the park board for the temporary parking of motor vehicles. These restrictions may be waived if the park board gives written permission for issuance of a permit.

(Code 1991, § 9.21(4))

- **Secs. 70-6—70-25. - Reserved.**

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- **ARTICLE II. - PARK AND RECREATION BOARD^[2]**

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Footnotes:

--- (2) ---

Editor's note— Ord. No. 769-09, § 1, adopted April 13, 2009, amended the Code by changing the title of Art. II from "Park and Recreation/Community Education Board" to "Park and Recreation Board."

Cross reference— Boards and commissions, § 2-211 et seq.

- **Sec. 70-26. - Appointment.**

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The park and recreation board shall consist of a total of seven members. Six members shall be electors and citizens of the village, and one member shall be a member of the board of trustees whose appointment to the park and recreation board shall coincide with his term on the board of trustees. All members of the park and recreation board shall be appointed by the village president, subject to confirmation by the village board. Terms shall be staggered so that no more than two of the citizen members of the board are appointed annually.

(Code 1991, § 1.11(1); Ord. No. 718-05, § 2, 8-22-2005; Ord. No. 769-09, § 2, 4-13-2009)

- **Sec. 70-27. - Proceedings.**

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The park and recreation board shall elect a chairman annually at the first meeting in May.

(Code 1991, § 1.11(2); Ord. No. 718-05, § 3, 8-22-2005; Ord. No. 769-09, § 3, 4-13-2009)

- **Sec. 70-28. - Supervision and control of parks.**

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The park and recreation board shall supervise, control and regulate all public parks in the village and regulate the planting, setting out, transplanting, maintaining, protecting and caring for shade trees and shrubbery in the public parks of the village under the recommendation and coordination of the department of public works. The park and recreation board may improve and ornament the parks, prevent the encumbering or obstructing of such parks and generally may govern and regulate the use of such parks

under the direction of the department of public works and the approval of the village board.

(Code 1991, § 1.11(3); Ord. No. 718-05, § 4, 8-22-2005; Ord. No. 769-09, § 4, 4-13-2009)

- **Sec. 70-29. - Village employees to serve the board.**

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The park and recreation board may employ such help and employees as may be necessary and may expend for the improvement, protection and development of public parks in the village, and in payment for services rendered and materials acquired for that purpose, such sums as may be from time to time appropriated to it for that purpose by the village board. All such expenditures shall be paid by village orders upon vouchers certified by authorized employees of the village.

The park and recreation board may receive advice and management services from the department of public works and park and recreation departments regarding park and recreation improvements and programs.

The park and recreation board may recommend actions to the village board for their consideration and approval.

(Code 1991, § 1.11(4); Ord. No. 718-05, § 5, 8-22-2005; Ord. No. 769-09, § 5, 4-13-2009)

- **Sec. 70-30. - Changes in park subject to park and recreation board approval.**

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No trees, shrubbery or buildings, additions, changes or alterations shall be made in and upon any of the parks of the village, except with the approval of and under the direction of the park and recreation board.

(Code 1991, § 1.11(5); Ord. No. 718-05, § 6, 8-22-2005; Ord. No. 769-09, § 6, 4-13-2009)

[Sec. 66-33. - Parental responsibility for juvenile misconduct.](#)

**VILLAGE OF HARTLAND
ATHLETIC FACILITY SCHEDULING APPLICATION**

Organization or Individual's Name: _____

Name of Person In Charge: _____

Telephone Number: (Home) _____ (Work) _____ (EMAIL) _____

Address: _____
Street/Mailing Zip Code

Two Alternate Names If Above Person Cannot Be Reached: **(Must Be Completed)**

Name _____ Address _____ Phone (Home, Work & EMAIL) _____

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 _____

Date Paid _____ Field Fees Paid _____ Deposit Paid _____ Preps Paid _____ Receipt Number _____

(Office Use Only)

Permit Number: _____ Provide Dates, Times or Attach Schedule	Fee Per Use (Including Games and Practices) <i>Tax not Charged for Tax-Exempt</i>	Deposit (See Below)	Field Prep Charges <u>See Page 2</u>	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						
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**

REQUIREMENTS FOR ATHLETIC FIELD USE AND FIELD PREPARATION APPLICANTS

1. It will be the responsibility of the sponsor/individual reserving the athletic facilities to pick up litter in the area after the event, including in the surrounding park area. The applicant will be responsible for any damage or excessive clean up required and the cost will be deducted from the deposit.
2. All equipment and personal items must be removed from the park by sun down or the closing time approved by the Park Board.
3. Restroom facilities and parking lots are open to park patrons. **NOT EXCLUSIVE TO THE PERMIT HOLDER.** Parking is permitted in designated areas only. **Vehicles cannot be parked in the picnic areas or the grass.**
4. Certificate of insurance naming the Village of Hartland as additional insured must be provided.
5. DISORDERLY CONDUCT PROHIBITED.
6. For the enjoyment of all park patrons, dogs must be licensed, on a leash not exceeding six feet in length and under the owner's control. Owners shall promptly remove and dispose of any excrement in a sanitary manner.
7. Fields must be reserved for make-up games and a minimum of 24 hours notice given (one working day) to prep a field for a make-up game.
8. DPW requires a minimum of 24 hours notice (one working day) for a newly scheduled field preparation.
9. DPW will spend no more than two hours preparing a facility for a game.
10. In the case of inclement weather, field preps will not be made. Notification will be provided to appropriate contact person if conditions do not allow for field preparation. Please follow the Hartland Athletic Field Group Guidelines for Field Playing Conditions and contact DPW at 262-367-4750 or Recreation Director Kelli Yogerst at 262-367-0352.
11. Park Shelter application must be made separately if they are to be used in conjunction with a field's use, except at Bark River Park where the shelter is included with the field reservation.
12. Application for field reservations for a specific year cannot be made before January 1st.
13. All uses must be open to the public, free of charge. Participants may not pass a collection plate or solicit from the audience.
14. Games or practices shall not be scheduled earlier than April 15th (subject to field conditions due to weather) for any field.
15. Only one type of athletic play may take place on any field at a time.
16. The "per use" fee is charged for practices, as well as games. See the Facility Reservations Policy adopted on 8/15/2013 for full details.

Field	Cost Per Prep	Amount of Preps Requested	Total Prep Cost
Large fields: Bark River, Nixon, Hartbrook, Centennial & Penbrook	\$50		
Joliet, Hartbrook (Small), Nixon T-Ball	\$15		
Soccer/Lacrosse	\$60		
Football Field	\$60		