

**PARK AND RECREATION BOARD AGENDA**  
**MONDAY FEBRUARY 6, 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 December 5, 2022, meeting.

**Recreation –**

2. Discussion and possible consideration for a Special Event Hartland Kids Day on July 26, 2023 Erin Gunterberg.
3. Discussion and possible consideration for a Special Event by Wisconsin Athletic Club, Goat Yoga in Nixon Park on June 4<sup>th</sup>, or June 11<sup>th</sup>, 2023.
4. Discussion on Food Vendor Fees in the Park.
5. Discussion on T-ball.
6. Discussion on Hometown Celebration.

**Public Works –**

7. Discussion on hunting in the parks.

**Other items for consideration**

8. 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.
9. Adjourn  
Deidre Bushéy  
Deputy Clerk

Notice: Please note that upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact 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, DECEMBER 5, 2022**  
**7:00 PM**  
**BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Present: Tim Hallquist, Shaunta' de Boer, Rick Conner, Craig Eisenhut, Kathy Van Thiel and Nick Miller.  
Excused: Randy Ferrell  
Others: Jim and Lynn Muenzenberger, Dave Felkner, Sara Rennekamp, Tom Jenson 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 November 7, 2022, Park, and Recreation meeting minutes.**

Motion (Conner/de Boer) to approve the Park and Recreation minutes of November 7, 2022. Carried (6-0).

**2. Discussion and possible consideration for a Special Event for Winter Play Date at Nixon Park, Jan. 21, 2023, Kiwanis.**

Jim Muenzenberger said the Kiwanis is giving back to the community and this is a free event. He said it will follow the same plan as last year. He said they would like to use the pad outside the warming shed and the use of the park around the rink and by the Fine Arts Center to set up the games. Hallquist said the warming shed has power so they can use that as well. Mr. Muenzenberger said they are requesting that the fees be waived since there is no money being generated by this event.

Motion (Eisenhut/ de Boer) to move this Special Event forward with the waiving of the fees. Carried (6-0).

**3. Discussion and possible consideration for a Special Event for Hartland's Bark River Bash on May 6, 2023, Kiwanis.**

Jim Muenzenberger said this will be the 3<sup>rd</sup> year for this event and it will be the same format. The Kayak run will run from Centennial down to Nixon Park to kick things off, the rubber duck derby will have a raffle associated with that, hammerschlagen, vendor booths, and the beer garden will be open if the park board gives permission for them to open early. He said there will be a band and will be

checking with the IATC to see if they want to have a hike. He said the raffle winners are announced from the FAC.

Motion (Conner/Hallquist) to approve the Bark River Bash on May 6, 2023. Carried (6-0).

**4. Discussion and possible consideration of Thursday Night Concert Series.**

Recreation Director Rennekamp said they have secured a Donor/Sponsor which is Bank Five Nine. She said they are anticipating that it will take \$6000 to secure the bands with \$2000 for signs around the park to promote the event and Bank Five Nine is donating the full \$8000. She said in the packet are the locations. She said there are 7 different banners promoting the bands with Bank Five Nine logo. Hallquist asked if they asked for 7, Rennekamp said they proposed 6 to Bank Five Nine and they suggested the additional one to balance it out on the Fine Arts Center.

Hallquist asked how the 2 banners by the beer garden would be affixed, and he said they would be staked.

Miller asked if the \$2000 is strictly for the banners and Rennekamp said yes. She commented that the Village has the right to take them down for Hometown Celebration.

Miller asked about the Park banner fee and if the banner fee will be waived. He said he can't imagine we would waive those fees just because it is a Village thing when everyone else has to pay those fees. Hallquist commented that they are paying \$8000. Felkner said we do waive those fees for our own events. He said for Rennekamp runs the t-ball and we don't charge our own organization. He said we charge for organizations coming in, but for our own functions we don't charge. Miller said he was just bringing it up since others pay the fees. Felkner said we wanted to make sure the bands and signs are covered. Felkner pointed out that the Village does not profit off it. Brief discussion on what was the cost last year for bands.

Motion (Miller/Hallquist) to approve the Bark River Bash on May 6, 2023. Carried (6-0).

**5. Discussion on Winter Recreation guide.**

Recreation Director Rennekamp gave an update on the Winter Recreation guide. She said they got the Winter program guide last Friday so it was nice to have on the table during the tree lighting. Also, the major changes are that Tonia reformatted it to make a little more sense and they are using QR codes more which will make registering for a class easier. She said there are no more trips in this guide because the partnership with Menomonee Falls ended, so they will need to reach out to Oconomowoc or Pewaukee or possibly planning our own. Hallquist liked the idea of handing out cards the night of the tree lighting.

**Public Works Items-**

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

Felkner said there have been complaints on why the police are not monitoring Nixon Park now that there are lights on the paths, people are walking through the parks at all hours. He said the only problem with that is it never monitored the paths; it mainly monitored the parking lot. He said all our paths are part of the Ice Age Trail system and no hours were ever set on any of the Ice Age Trail

Paths. Felkner said since we are looking at changing the hours, we should look at the whole ordinance to see if we should change anything else. He said he reached out to the Police Chief and he was fine with regular scheduled hours.

He said currently in the ordinance it says the Parks closing hours for Special Events, and Ice Rink. He said the fourth one the Police Chief wants to put in is use of the lighted trail or paths. Felkner said after talking to staff it should be all lit paths or paved paths. He said they didn't want to put wood chipped paths in the ordinance because they don't want kids hanging out on the wood pathed path at night. He said that one will be a discussion point, that is the one we need to figure how we want to do it with the path system. He said if the board doesn't want to change anything they don't have to. Brief discussion on the paths.

**\*\*overlapping discussion\*\***

Felkner said once we get the verbiage, he will run it by the Attorney to make sure it is ok, and anytime we do an ordinance change it has to have 3 readings at the Village Board.

Discussion on the verbiage and it was decided to say all trail paths.

**\*\*overlapping discussion\*\***

Discussion on whether the hours should be changed. Felkner said there are a couple minor things need to be added. Discussion on Ordinance # 70-5 on alcohol. Felkner said the one thing that is missing is the Lake Country Beer Garden. He said there is also nothing in there about signage and he is thinking about baseball organizations. He said last year the Merton Mavericks put their signs up for tryouts and the Delafield titan's signs were up at Nixon Park.

He said he thinks 70-6 should state that there is a sign policy in the ordinance.

70-3 – add a number 4 to it, “for use of all trail paths”.

70-4 - change supervisor with director.

70-5 – add Lake Country Beer Garden to Nixon Park.

70-6 - add there is a sign policy and add a link to it.

Motion (Conner/Eisenhut) to approve changes in ordinance as stipulated by Felkner. Carried (6-0).

#### **7. Discussion and consideration of increasing field prep fees.**

Jungluth said they have been talking about raising the field use and prep fees. He said everyone has reviewed it and they are looking at raising the field fees as:

- Joliet, Hartbrook little, and Nixon little from \$25 to \$30
- Nixon and Centennial from \$35 to \$40
- Hartbrook Big and Penbrook raising it from \$25 to \$35
- Pickleball and Tennis from \$11 to \$15
- Large field preps from \$50 to \$60
- Small field preps from \$15 to \$20
- Football field prep from \$60 to \$80

There was discussion on the fees paid by the user groups, and it was agreed upon that the fees are being raised to cover the costs, not make money.

Motion (Hallquist/Conner) to raise the field reservation fees, tennis/pickleball fees and prep fees as stated. Carried (6-0).

**8. Discussion about hunting in the parks to control deer population.**

Eisenhut said he spoke to Chief Misko and the Chief is neutral regarding the issue. He said the DNR would give out tags for it. Eisenhut suggested on the properties that you can hunt on, that a bow be used. He said a few select people could be used to try to eliminate the herd.

Felkner commented that the Library Director driving home on Maple Ave went over the railroad track and said a deer walked right into her car and fell over. Felkner said it was gut shot and died on Maple Ave. Felkner asked him if he reached out to Delafield to see what they do. Eisenhut said Delafield does have a program where you pay a fee and sign up. Van Thiel asked where he was thinking of doing this and Eisenhut explained. He said he feels it is pretty simple, put up a stand, the meat could be donated, work with the DNR and he thinks this is a good idea.

It was decided to get more information on the DNR, what other municipalities do, paperwork etc.

**Other items for consideration-**

- 9. 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.**

Playground equipment for Nixon is ordered.

Centennial playground could be delivered in Feb. and installed in May.

Ice Rink will be going up soon.

Update on Ice Rink Sponsors.

**10. Adjourn-**

Motion (Eisenhut/de Boer) to adjourn. Carried (6-0).

Meeting adjourned at 8:15 pm.

Respectfully submitted By Recording Secretary,  
Deidre Bushey - Deputy Clerk



**Village of Hartland  
Administration**

210 Cottonwood Ave, Hartland, WI 53029  
[www.villageofhartland.com](http://www.villageofhartland.com)

<b>Committee:</b> Village Board	<b>Date:</b> January 31, 2023
<b>Village Board Item Number:</b>	<b>Date:</b> February 6, 2023
<b>Submitted By:</b> Sara Rennekamp, Recreation Director	<b>Presenter:</b> Erin Guentenberg
<b>Subject:</b> Consideration of a motion to approve of the use of Nixon Park for Hartland Kids' Day, Lake Country Family Fun, on July 26, 2023.	
<b>Details:</b> Included in the Park Board packet is a schedule of activities that will be held on July 26, 2023, the special event permit application, Food Vender permit applications, and the park reservation application forms.	
<b>Executive Recommendation:</b> Staff recommends approval of this event.	
<b>Financial Remarks:</b> Lake Country Family Fun has paid all fees of applications that have been submitted. They anticipate two more food vendors applying for permits.	
<b>Options &amp; Alternatives:</b> None at this time.	

\$175  
 fees pd recpt # 214676  
 total \$1255



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

### SPECIAL EVENT PERMIT APPLICATION

Permit approved		Date
Permit fees paid	\$175	Date <u>1-27-23</u>
Deposit paid	_____	Date _____
Deposit returned	_____	Date _____
<b>FEES ARE NON-REFUNDABLE</b>		

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

ORGANIZATION INFORMATION			
Name of Organization <u>Lake Country Family Fun (LCFF, LLC)</u>			
Street Address <u>PO Box 596</u>	City <u>Okauchee</u>	State <u>WI</u>	Zip <u>53069</u>
Phone Number <u>920-390-0263</u>	Are you a 501(c)3 Organization? <u>NO</u>		<input type="radio"/> Yes <input checked="" type="radio"/> No
Event Contact Person (First & Last Name) <u>Erin Guentherberg</u>			
Address <u>PO Box 596</u>	City <u>Okauchee</u>	State <u>WI</u>	Zip <u>53069</u>
Email <u>hartlandkidsday@gmail.com</u>	Phone Number	Day of Event Phone Number <u>920-390-0263</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>Hartland Kids Day</u>	Date(s) of Event <u>Wednesday, July 26, 2023</u>
Event Start Time <u>9 am</u> <u>learn set up</u>	Event End Time <u>2 pm</u> <u>clean up until 3:30</u>
Location of the Event* <u>Nixon Park</u>	
Will your event take place in a Village of Hartland Park?	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
<p><b>You MUST attach a detailed map/diagram of your event indicating the specific location and layout for event including vendors, generators, parking, proposed road closures, structures and portable toilets.</b></p> <p><b>*If you are using a Village Park, you must complete the Park Facility Reservation Application and reserve the park facility prior to getting your special event permit approved by the Village Board.</b></p>	

**OTHER INFORMATION**

Generally describe your event and its purpose  
 HKD is the biggest family-centered event in Hartland. It's the 11th annual event that brings together community members in a fun, free, interactive day. See more at lakecountryfamilyfun.com/hartland-kids-day

Estimated Number of Participants  
~~2000~~ 500

Spectators  
 2000

Vendors  
 80-100

Will alcohol be sold/served? *If yes, liquor and bartender licenses are necessary under separate application.*  Yes  No

Will you be selling/serving food?  Yes  No

Will you have food trucks? *If yes, you will need to obtain Outside Food Vendor Permits under separate application.*  Yes  No

If yes, how many food trucks will be at the event?  
 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 (9am-2pm)

*Noise is regulated within the Village of Hartland. The Village ordinance states that no person shall make loud noise such as may tend to unreasonably annoy or disturb the peace and quiet of another in the vicinity. Music for special events shall terminate at 9:00 p.m. if the event held Sunday through Thursday and at 11:00 p.m. if the event is held on a Friday, Saturday or holiday weekend.*

Is street closure requested?  Yes  No  
 Will request parking on East Park Ave to be restricted

Hours of street closure: 10am - 2:30 pm

Diagram for Street Closure Provided?  Yes  No

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

How many barricades needed for your event?  
 6

"Road Closed" signs requested?  Yes  No

Will you be erecting any tents, canopies or other temporary structure(s)? *If yes, You will need to provide a plan for their proposed locations and the Department of Public Works will need to inspect these structures prior to the start of your event. Tents over 400 sq. feet will require inspection by the Building Inspector.*  Yes  No  
 10x10 canopies  
 Bounce Houses

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

**OTHER INFORMATION CONTINUED**

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

On map.

To the east/south of the warming house in parking lot.

Will you provide parking for participants?

Yes

No

If yes, where will parking be available?

Shuttle Service to and from park to Lake Country Lutheran high school. Volunteers will be supervising Shuttle all day.

Will you provide a dumpster/clean-up services?

Yes

No

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

We will have a dumpster on site at park + empty garbages throughout the event.

We have always left the park cleaner than we found it.

Will the event require additional security?

Yes

No

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

Yes

No

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

Yes

No

**INSURANCE REQUIREMENTS**

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

Are you able to provide these insurance documents?

currently on file

Yes

No

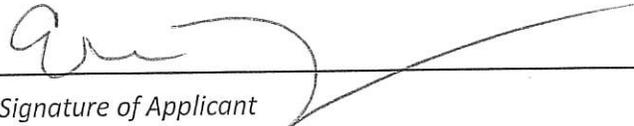
**DEPOSIT REQUIREMENTS**

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

**TERMINATION OF AN EVENT**

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

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

  
 \_\_\_\_\_  
 Signature of Applicant

1/10/2023  
 \_\_\_\_\_  
 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: \_\_\_\_\_

DEPT.	APPROVE	DENY	BY	REASON (if denied)
Bldg. Insp.				
Fire	✓		<i>ajf</i>	
Police				
Public Works	✓		<i>DZ</i>	
Rec	✓		<i>gmuwep</i>	

Fees

_____ Outside Food Vendors	<u>\$75</u> 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 FINE ARTS CENTER RESERVATION APPLICATION

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

Organization or Individual's Name: Lake Country Family Fun (LCFF, LLC)  
 Name of Person In Charge: Erin Guenterberg  
 Telephone Number:(Home) \_\_\_\_\_ (Work) 920-390-0263 (EMAIL) hartlandkidsday@gmail.com  
 Address: PO Box 596 Okanochee WI 53069  
Street/Mailing Zip Code  
 If Above Person Cannot Be Reached: Stephanie Cutler  
 Telephone Number:(Home) \_\_\_\_\_ (Work) 414-639-5707 (EMAIL) lakecountryfamilyfun@gmail.com  
 Address: 1431 Blazing Star Oconomowoc, WI 53066  
Street/Mailing Zip Code  
 Name of Group, Performer: Hartland Kids Day demonstrations + emcee  
 Description of Entertainment: DJ Booth w/ sound, dancing acts, theater, etc...  
 Is Sponsor Classified as Non-Profit: NO

Other Permits Required: Beer  Shelter  Other

Date Paid: \_\_\_\_\_ Fee Paid \_\_\_\_\_ Deposit Paid \_\_\_\_\_ Receipt Number \_\_\_\_\_

FEES	Resident	0 - 50 \$80.00+ 4.00	51 - 100 \$100.00 + 5.00	101 - 200 \$125.00 + 6.25	201 \$150.50 + 7.53
	Non Resident	0 - 50 \$100.00+ 5.00	51 - 100 \$130.00+ 6.25	101 - 200 \$170.00 + 8.50	201 + \$200.00+ 10.00
<b>Note: Deposit to be paid by all users</b>		0-50	51-100	101-200	201-300
<b>Refundable Deposit Amounts</b>		\$50.00	\$100.00	\$200.00	\$300.00
					300+ \$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
Fine Arts Center (FAC)									
Food/Beverage Sales at Concession Window?	<input type="checkbox"/> Yes <input type="checkbox"/> No								
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] 1/10/23  
Signature

PLEASE BRING THIS PERMIT WITH YOU TO THE PARK



# 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  
 Home/Cell Phone 920-390-0263 Email \_\_\_\_\_  
 Address PO Box 596 Okandee, City/Zip Okandee, 53069  
 If above person cannot be reached: Stephanie Cutler Phone 414-639-5707

## Rental Information

Event Date July 26, 2023 Event Type Hartland Kids Day  
 Arrival Time (include set-up time) 6:00 am Departure Time (include clean-up time) 3:30 pm  
 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)

### Rental Fee (based on number of attendees)

Attendees	Resident	Non-resident
0-50	\$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

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

Erin Guenterberg  
 Renter's Signature  
 Erin Guenterberg  
 Renter's Name (please print)

11/27/23  
 Date

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

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



# 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 N58W39800 Industrial Rd Suite E City/Zip Owanooc 53068  
 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 LCCF - Hartland Kids Day  
 Event Date 7/26/23 Event Type \_\_\_\_\_  
 Arrival Time (include set-up time) 8am Departure Time (include clean-up time) 2:30pm

## 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
- Fine Arts Center
- Nixon Park
- Open Space Reserved (describe area below)
- Centennial Park
- Hartbrook Park
- Penbrook Park

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (please print) \_\_\_\_\_

Rental Fee	_____
Tax (5% on Rental Fee)	_____
<b>Total Due</b>	_____



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/16/2023

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

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

<b>PRODUCER</b> Northern Kentucky Insurance PO Box 357  Hebron KY 41048		<b>CONTACT NAME:</b> Amie Turner <b>PHONE (A/C, No, Ext):</b> (859) 586-8580 <b>E-MAIL ADDRESS:</b> amie@cornerstoneinsllc.com <b>FAX (A/C, No):</b> (859) 586-8616	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Great American Insurance Group	<b>NAIC #</b> 26344
		<b>INSURER B:</b>	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES**                      **CERTIFICATE NUMBER:** 2022-2023                      **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"/> <b>COMMERCIAL GENERAL LIABILITY</b> <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:			SPP3806013	07/15/2022	07/15/2023	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ \$
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY			CAP3806014	07/15/2022	07/15/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			WC3806015	07/15/2022	07/15/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 Certificate holder is listed as an additional insured with regards to the operations of the named insured.

<b>CERTIFICATE HOLDER</b>  Village of Hartland 210 Cottonwood Avenue  Hartland WI 53029	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  
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**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.

<b>ACTIVITY</b> Mobile Retail Food - Not Serving Meals, Simple - Simple-Non-TCS	<b>EXPIRATION DATE</b> 30-Jun-2023	<b>I.D. NUMBER</b> HDEH-C2JJH5
<b>LICENSEE MAILING ADDRESS</b> STERKEN FAMILY, LLC N58W39800 INDUSTRIAL RD SUITE E OCONOMOWOC WI 53066	<b>NOT TRANSFERABLE</b>	<b>BUSINESS / ESTABLISHMENT ADDRESS</b> 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 Divine Redeemer Lutheran Church School  
 Business Owner Name Attn: Tracey Markut  
 Home/Cell Phone 262-367-3664 (Ext 214) mail tracey.markut@drk.org  
 Address 31385 W. Hill St, Hartland City/Zip 53029  
 Copy of Proof of Insurance Provided - Will be submitted separately.  
 Copy of Mobile Retail Food Facilities issued by Waukesha County or State of Wisconsin N/A coffee sales only

## Rental Information

Person/Group Reserving Park Facility Lake Country Family Fun LCFE - Hartland Kids Day  
 Event Date Wed. July 26th, 2023 Event Type Hartland Kids Day  
 Arrival Time (include set-up time) 8 a.m. Departure Time (include clean-up time) 3 pm.

## 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. To be paid by: LCFE

### Park Shelter/Open Space

- Bark River Park
- Fine Arts Center
- Nixon Park
- Open Space Reserved (describe area below)
- Centennial Park
- Hartbrook Park
- Penbrook Park

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.

Tracey Markut 1-25-23  
 Signature Date

Tracey Markut  
 Name (please print)

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/27/2023

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

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

<b>PRODUCER</b> Church Mutual Insurance Company, S.I. 3000 Schuster Lane P.O. Box 357 Merrill WI 54452	<b>CONTACT NAME:</b> Church Mutual Insurance Company, S.I. <b>PHONE (A/C, No., Ext):</b> 1-800-554-2642 <b>FAX (A/C, No.):</b> 855-264-2329 <b>E-MAIL ADDRESS:</b> customerservice@churchmutual.com
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Church Mutual Insurance Company, S.I. NAIC # 18767 <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
<b>INSURED</b> DIVINE REDEEMER LUTHERAN CHURCH 31385 HILL ST HARTLAND WI 53029-1903	

**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"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOG OTHER:	N		0040287 25-382798	05/15/2022	05/15/2023	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> 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)

<b>CERTIFICATE HOLDER</b> Village of Hartland 210 Cottonwood Ave Hartland WI 53029	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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# Village of Hartland Outside Food Vendor Application

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

## Contact Information

Business Name Chick-fil-A Delafield

Business Owner Name Christy Anderson / Caitlyn Chance (POC)

Home/Cell Phone 858-883-5079 Email marketing@cfadelafield.com

Address 2980 Golf Court - Delafield - WI - 53018 City/Zip \_\_\_\_\_

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 Chick-fil-A Delafield

Event Date July 26, 2023 Event Type Festival

Arrival Time (include set-up time) 8:00am Departure Time (include clean-up time) 2:30pm

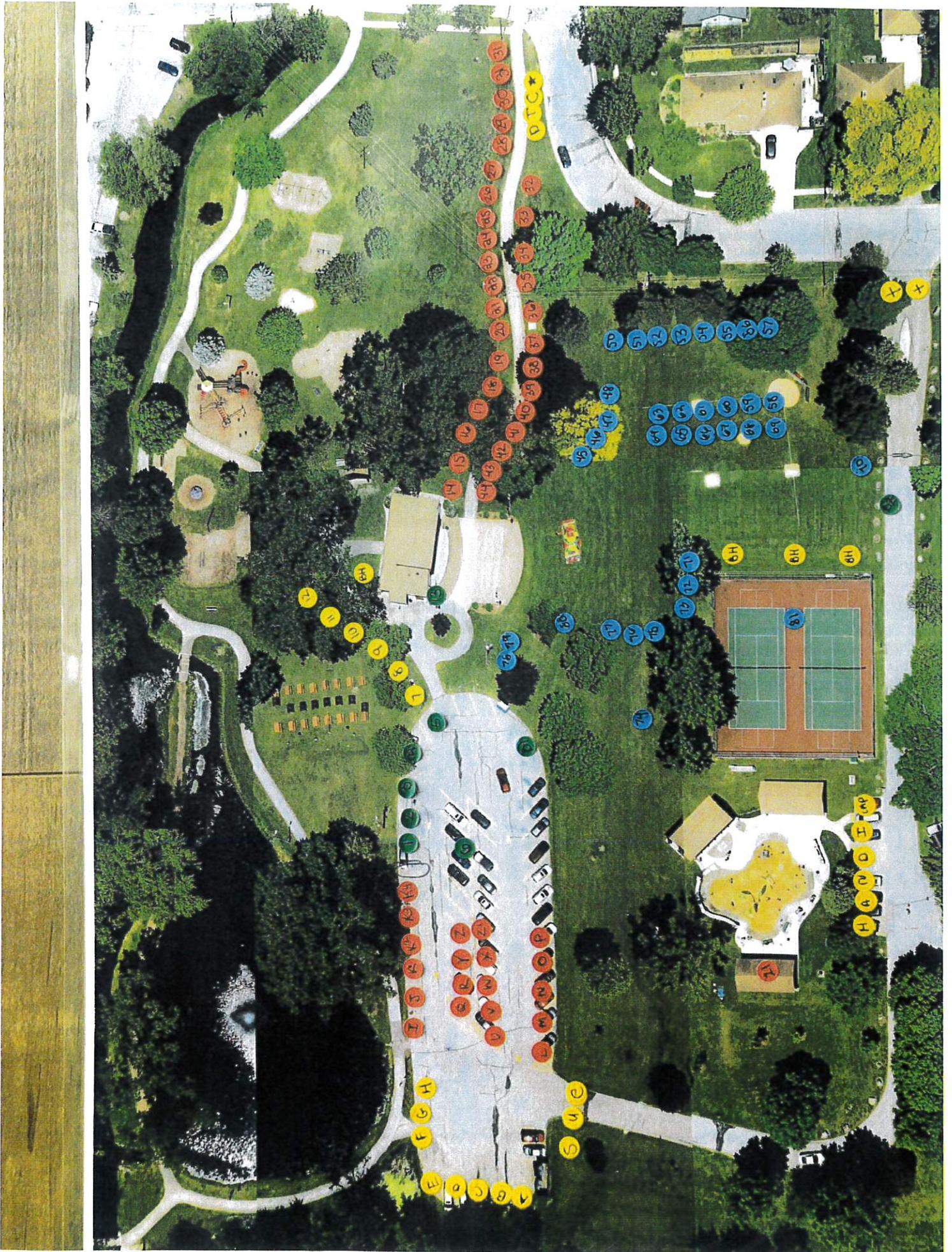
## Rental Fees

### Rental Fee \$75

Check, cash and credit card are accepted (checks payable to Village of Hartland). Fees and due 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) |                                       |



**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**

**KIDS DAY**

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

Bring in a supply donation to the next or support the one 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](mailto:kelly@villageofhartland.com)  
[villageofhartland.com](http://villageofhartland.com)  
262-367-0352

**Hartland's National Night Out**

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

Nixon Park  
Hartland, WI

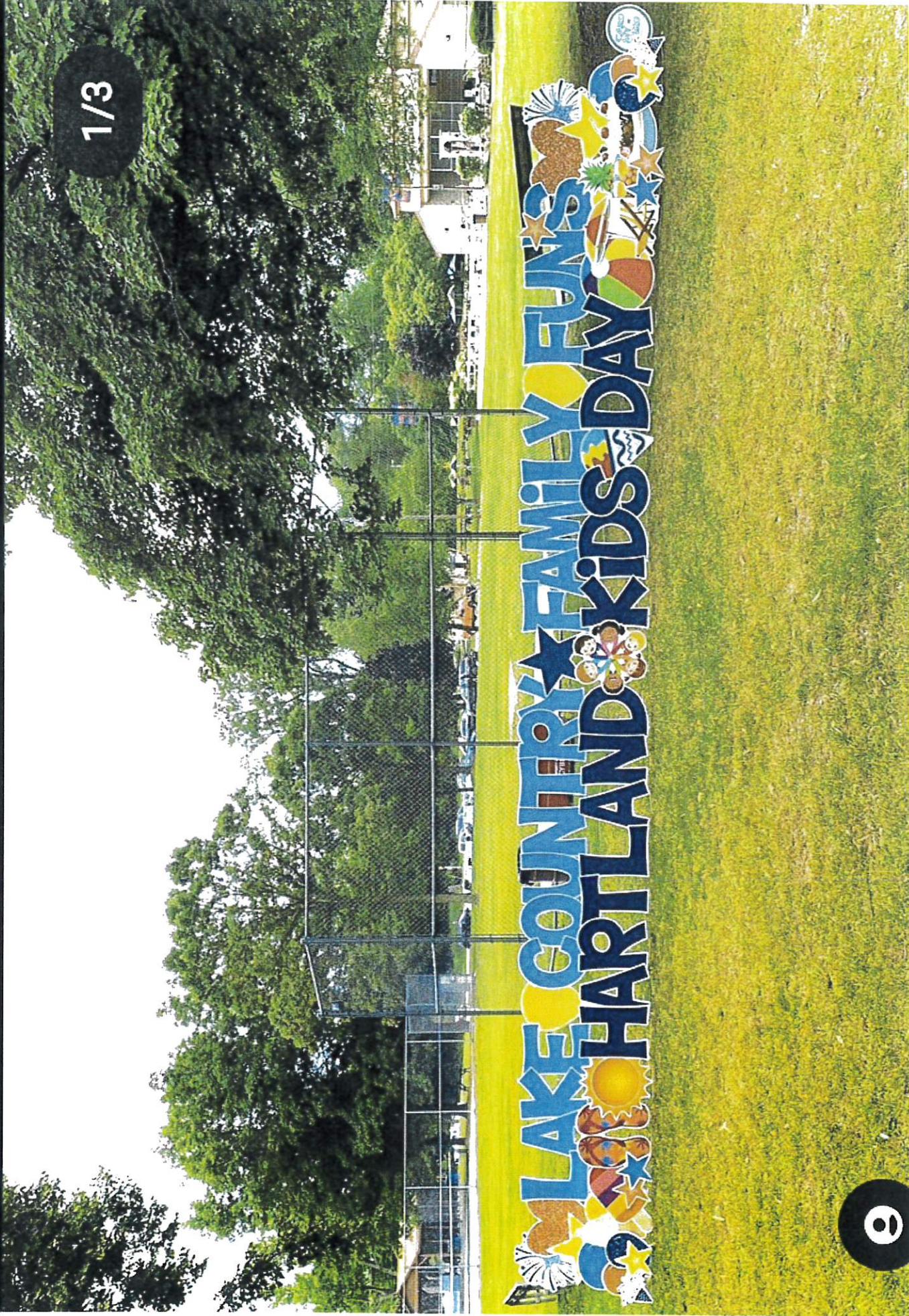
[www.villageofhartland.com](http://www.villageofhartland.com)





# LAKE COUNTY'S FAMILY FUNS DAY

# LOE HARTLAND KIDS DAY



**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



**MCDONOUGH**  
SEPTIC & PORTABLES  
262-378-5559  
McDonoughseptic.com

**MCDONOUGH**  
FOR VENDORS ONLY  
THANK YOU  
262-378-5559  
McDonoughseptic.com

**MCDONOUGH**  
SEPTIC & PORTABLES  
262-378-5559  
McDonoughseptic.com



**Village of Hartland  
Administration**

210 Cottonwood Ave, Hartland, WI 53029  
[www.villageofhartland.com](http://www.villageofhartland.com)

<b>Committee:</b> Village Board	<b>Date:</b> January 31, 2023
<b>Village Board Item Number:</b>	<b>Date:</b> February 6, 2023
<b>Submitted By:</b> Sara Rennekamp, Recreation Director	<b>Presenter:</b> Ann Glor, Kayla Jaskowiak
<b>Subject:</b> Consideration of a motion to approve of the use of Nixon Park for Goat Yoga, Wisconsin Athletic Club (WAC), on June 4 or 11, 2023.	
<b>Details:</b> Included in the Park Board packet is a schedule of activities that will be held on June 4 or June 11, 2023, the special event permit application, and the park reservation application forms.  Honey Down Farms arrives with a trailer, temporary fencing, and baby goats, while the WAC brings yoga equipment and an instructor for this community event. After the yoga session, Honey Down Farms breaks down the fencing and cleans up the area.	
<b>Executive Recommendation:</b> Staff recommends approval of this event.	
<b>Financial Remarks:</b> This would be a paid class available to WAC members and non-members.	
<b>Options &amp; Alternatives:</b> An alternate location could be the "soccer field" at Hartbrook park.	



To whom it may concern,

The Wisconsin Athletic Club - Lake Country location is applying to host goat yoga on Sunday June 4<sup>th</sup> or 11<sup>th</sup>, 2023. The timeline is as follows:

Arrival: 9:00am

9:00-10:00am: Honey Down Farms begins set up with fence to enclose goats in and yoga equipment setup

10:00-10:45am: Yoga by WAC instructor

10:45-11:00am: 15 min of Goat cuddles and photos

11:00-12:00pm: Clean up by Honey Down Farms of any droppings and fencing

Departure: 12:00pm

Thank you,

Ann Glor  
General Manager  
Wisconsin Athletic Club-Lake Country  
262.367.4999  
aglor@thewac.com





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

## SPECIAL EVENT PERMIT APPLICATION

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

**FEES ARE NON-REFUNDABLE**

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

ORGANIZATION INFORMATION				
Name of Organization Wisconsin Athletic Club - Lake Country				
Street Address 560 S Industrial Dr		City Hartland	State WI	Zip 53029
Phone Number 262-367-4999		Are you a 501(c)3 Organization?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Event Contact Person (First & Last Name) Ann Glor				
Address		City	State	Zip
Email aglor@thewac.com	Phone Number 414-708-6202		Day of Event Phone Number " "	
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 Goat Yoga	Date(s) of Event June 4th or 11th 2023	
Event Start Time 9:00am	Event End Time 12:00 pm	
Location of the Event* Nixon Park		
Will your event take place in a Village of Hartland Park?		X Yes <input type="checkbox"/> No <input type="checkbox"/>
<p><b>You MUST attach a detailed map/diagram of your event indicating the specific location and layout for event including vendors, generators, parking, proposed road closures, structures and portable toilets.</b></p> <p><b>*If you are using a Village Park, you must complete the Park Facility Reservation Application and reserve the park facility prior to getting your special event permit approved by the Village Board.</b></p>		

**OTHER INFORMATION**

Generally describe your event and its purpose

one time event hosted by WAC. Honey Down farms will supply baby goats in a fenced in area. A WAC instructor will host yoga

Estimated Number of Participants

40 ~~50~~

Spectators

10

Vendors

Honey Down Farm

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

Yes

No

Will you be selling/serving food?

Yes

No

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

Yes

No

If yes, how many food trucks will be at the event?

Will you be selling merchandise? *If yes, you will need to obtain a Solicitor's Permit under separate application.*

Yes

No

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

Yes

No

Does the event involve amplified music?

Yes

No

If yes, will the amplified music be a:

Band

DJ/stereo

Hours of amplified music:

45 minutes

*Noise is regulated within the Village of Hartland. The Village ordinance states that no person shall make loud noise such as may tend to unreasonably annoy or disturb the peace and quiet of another in the vicinity. Music for special events shall terminate at 9:00 p.m. if the event held Sunday through Thursday and at 11:00 p.m. if the event is held on a Friday, Saturday or holiday weekend.*

Is street closure requested?

Yes

No

Hours of street closure:

Diagram for Street Closure Provided?

Yes

N/A No

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

Yes

No

How many barricades needed for your event?

"Road Closed" signs requested?

Yes

No

Will you be erecting any tents, canopies or other temporary structure(s)? *If yes, You will need to provide a plan for their proposed locations and the Department of Public Works will need to inspect these structures prior to the start of your event. Tents over 400 sq. feet will require inspection by the Building Inspector.* mini fence

Yes

No

Will you be providing portable restrooms and wash stations?

Yes

No

**OTHER INFORMATION CONTINUED**

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

Will you provide parking for participants?	Yes	<input checked="" type="radio"/> No
--	-----	-------------------------------------

*If yes, where will parking be available?*

Will you provide a dumpster/clean-up services?	<input checked="" type="radio"/> Yes	No
--	--------------------------------------	----

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

*Honey Down farms will clean up Goat Droppings & provide fencing.*

Will the event require additional security?	Yes	<input checked="" type="radio"/> No
---	-----	-------------------------------------

Will you have an emergency plan in the event of severe weather?	Yes	<input checked="" type="radio"/> No
---	-----	-------------------------------------

Will the event require first aid and/or emergency responders?	Yes	<input checked="" type="radio"/> 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?	<input checked="" type="radio"/> Yes	No
--	--------------------------------------	----

**DEPOSIT REQUIREMENTS**

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

**TERMINATION OF AN EVENT**

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

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

*Ann Glos*

Signature of Applicant

*30-January-23*

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	<input checked="" type="checkbox"/>		<i>D. Glos</i>	
Fire	<input checked="" type="checkbox"/>		<i>D. Glos</i>	
Police				
Public Works	<input checked="" type="checkbox"/>		<i>D. Glos</i>	
Rec	<input checked="" type="checkbox"/>		<i>D. Glos</i>	

**Fees**

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

All requirements for this special event have been met.

**Village Administrator approval**

**Date**

\_\_\_\_\_

\_\_\_\_\_



# Village of Hartland 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) Wisconsin Athletic Club - Lake Country  
 Renter or Responsible Party Ann Glor  
 Home/Cell Phone 262-367-4999 / 414-708-6202 Email aglor@thewac.com  
 Address 560 S. Industrial Dr City/Zip Hartland 53029  
 If above person cannot be reached: Kayla Jaskowiak Phone 262-224-2260

## Rental Information

Event Date June 4th or 11th, 2023 Event Type Fitness - Goat Yoga  
 Arrival Time (include set-up time) 9:00am Departure Time (include clean-up time) 12:00pm  
 Attendance 50 Electricity - Yes \_\_\_\_\_ No X Tax Exempt - Yes \_\_\_\_\_ No X (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

Grass/Field east of T-Ball field

### Rental Fee (based on number of attendees)

Attendees	Resident	Non-resident
0-50	<u>\$75</u>	\$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

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

Ann K Glor  
Renter's Signature

1/30/2023  
Date

Ann Glor  
Renter's Name (please print)

Rental Fee	<u>75.00</u>
Tax (5% on Rental Fee)	_____
Deposit (if required)	_____
Structures deposit (\$100)	_____
Total Due	_____

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



## Deidre Bushey

---

**From:** Dave Felkner  
**Sent:** Monday, January 30, 2023 1:33 PM  
**To:** Deidre Bushey  
**Subject:** Deer Hunting on Village Land

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Here is a little history on deer being a nuisance in the Village of Hartland. Personally, I have heard of two complaints about deer being a problem in the 28 years employed here with the Village. They were from the same lady who lives in Hartridge at two consecutive Village Board meetings in a row in 2022. We do occasionally have deer hit by automobiles.

I do know there is open hunting in the Town of Delafield on public land (permit required). You can hunt in the Town of Merton and Delafield if your property is big enough (without a permit).

That said are we trying to fix a problem that might not be a problem? That is for you Park Board members to decide. If you feel you want to move forward with hunting on Village land it will need to go to the Village Board for approval.

If the Park Board agrees to move forward with this recommendation. You will need to figure out who is overseeing the permit process and fee structure.

Dave Felkner  
DPW Director  
Village of Hartland  
414-630-8168  
dfelkner@villageofhartland.wi.gov



## Town of Delafield Bow Hunting Rules for 2022-23

1. Only current approved licensed deer bow hunters can hunt on town sanctioned bow stands. Anyone under 18 must hunt with an approved adult hunter from one of the 2 person or tower stands.
2. Bow or Crossbow hunting only from Town Sanctioned Stands, no guns!
4. You must watch the instructional training. [www.delafieldtraining.com](http://www.delafieldtraining.com)
5. The hunter must display the 5-digit assigned hunter number on their back tag and in the dash of their car. (at least 1 inch letter size) That way we can identify a hunter that may be violating the rules. Hunters must provide their vehicle license plate number on the application. Vehicles parked at designated areas that do not display this 6-digit code may be towed at owner's expense.
6. For safety reasons. Hunters must wear blaze orange or pink on the way to and from all stands.
7. Hunters may have only 5 open reservations at any one time.
8. You must receive permission from the landowner to retrieve any deer harvested from a Town sanctioned stand that travels to other property.
9. We encourage hunters not to pass on any antlerless deer. The goal of the program is to reduce the herd. We want to use all the nuisance tags awarded to us by the DNR.
10. You may only hunt from the elevated stands and shoot toward the ground. Shooting on your way to the stand or from it is dangerous and additionally could interfere with another person's hunt.
11. By completing an application for either 2021-22 or the 2022-23 season you agree to these rules and the waiver.
12. YOU MUST print off and carry the appointment registration confirmation with you on your hunting appointment. You must show it to confirm you are authorized to be in the town sanctioned stand at the correct time.
13. If you harvest an adult buck, (horns more than 3 inches) you must use your own state issued buck tag. Nuisance tags are only for does, fawns or fawn bucks.
14. If you harvest a deer from one of the town stands and wish to use our nuisance tags, please take tag that is clipped in the stand and use that tag to register your harvest. DO NOT take a tag from another stand without permission from [wdehn@townofdelafield.org](mailto:wdehn@townofdelafield.org)
13. You must report any harvest to the DNR and you also must report your harvest to [wdehn@townofdelafield.org](mailto:wdehn@townofdelafield.org)  
Email the following information.

Your Name

Your DNR Customer number

Your Town of Delafield issued five-digit number ID number

The time and date of the harvest

The stand location

The sex of the deer, i.e., doe, fawn, fawn buck, or buck.

Type of weapon used crossbow or bow.

SPECIAL NOTE: From September 17<sup>th</sup> to November 1st do not hunt from the stands at Ethan Allen between 8 am and 4 pm. You must lease the stand by 8 am for the morning shift and not enter the stand until 4 pm for the afternoon shift. The maintenance crew is still on the property during that time.

# Town of Delafied Bow Hunter Application for 2022-23 season

## NEW HUNTER APPLICATION C1 (8/2023)

Return this application via email to [wdehn@townofdelafield.org](mailto:wdehn@townofdelafield.org)

Use this application to apply for the use of a bow hunting stands available on select town locations  
After your application is approved you will be sent via email a link to sign up for available days, times, and  
locations. Hunters must watch the special instructional webinar. A link will be sent to all hunters.

Hunter's Name:

\_\_\_\_\_

First Name	M.I.	Last Name
------------	------	-----------

Hunter's Address:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email Address \_\_\_\_\_

(PLEASE PRINT CLEARLY)

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ Vehicle License Plate # \_\_\_\_\_

WDNR Customer # \_\_\_\_\_

Please initial that you have completed a hunter safety class. \_\_\_\_\_ YES. Note: This is not an option, you must have completed a hunter safety class to participate in this program. The online class available through the WIDNR will satisfy this requirement.

I CERTIFY THAT I HAVE READ THIS DOCUMENT AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL. I HAVE REVIEWED THE RULES AND REGULATIONS AND AGREE TO FOLLOW ALL RULES.

\_\_\_\_\_

Participant's Name (Please print legibly.)

Participant's Signature

Date

FOR TOWN USE ONLY:

\_\_\_\_\_ ( ) Approved ( ) Denied Date \_\_\_\_\_

\_\_\_\_\_ Hunter issued by the Town of Delafield

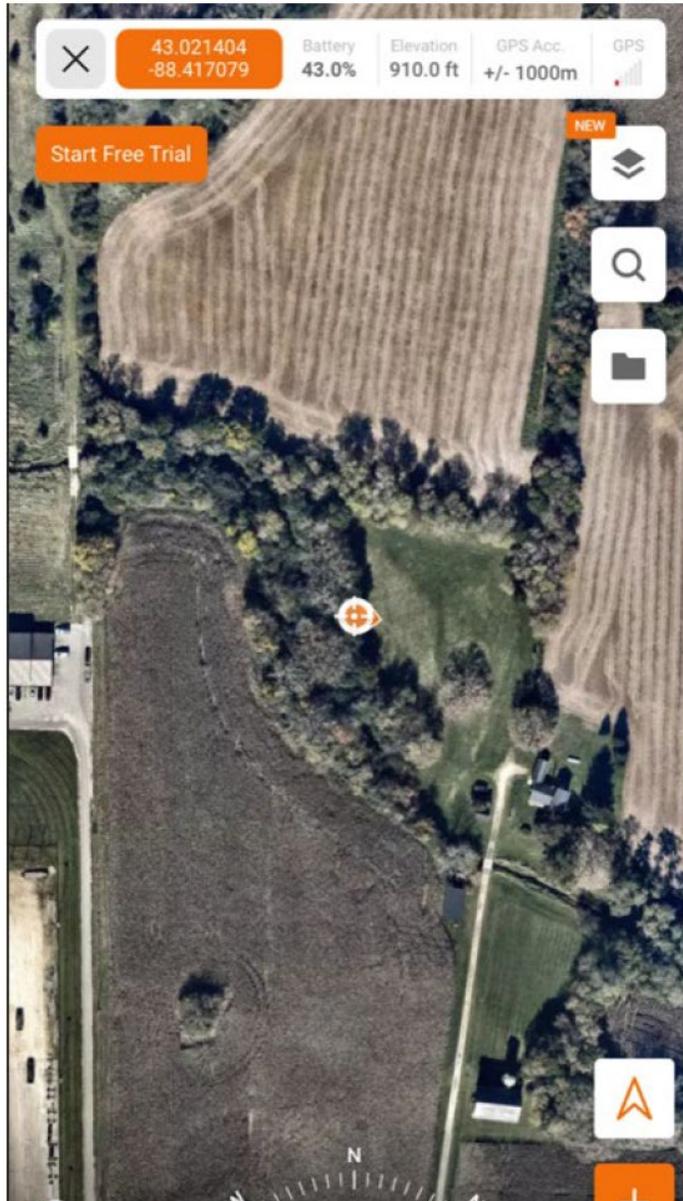
Rules can be found at the Town of Delafield Website

# Locations of the Town Sanctioned Stands

**HERE ARE DETAIL INSTRUCTIONS AND MAP FOR THE TOWN OF DELAIELD DEER STANDS. THE LAST PAGE IS A MAP OF DETAIL INSTRUCTIONS FOR HOW-TO WALK-IN AT ETHAN ALLEN BOY SCHOOL. PLEASE READ ALL THE DIRECTIONS.**

**Stand One (west) and Stand Two (east) at Veteran's Electric. Corner of Route 18 and Cushing Park Road. Enter off of Route 18 just about 100 yards west of Cushing Park Road onto the Veteran's Electric drive. Drive around the NW of building and park where space available. NOTE: Do not block the business access to any machinery/material. Walk around the old shed and stay on concrete or gravel as they are seeding the area with new grass. Hunters will need to cross the bridge to the north. For Stand #1 continue traveling north following the orange ribbons to the stand. For # 2 travel east from the bridge and follow the orange ribbons. Both of the stand locations are now on the Waukesha County Land Conservancy property.**

Stand # 1 at Veteran's Electric NW corner of Route 18 and Cushing Park Road



Stand # 2 East Stand at Veteran's Electric  
43.021404 N -88.417709 W





### Stands 1 and 2

This is the property boundary for the Waukesha County Land Conservancy. If your deer goes to the north or across the Cushing Park Road, it is your responsibility to seek permission to retrieve it. See the last page for more boundary maps.

Stand Three is yet to be installed at Ethan Allen and it will be an ADA stand for disabled hunter, veterans and approved police.

**Overview for the Stands at Ethan Allen Boys School (Stands 4 – 13)** We suggest if you hunt stands 8, 9, 10, 11, or 12 you have a cart to carry deer. It is a long hike back to the parking area. This is an overview of the area. A map of how to walk into the stands follow on the last page. Details of each stand follow the overviews or Ethan Allen. Keep read

Ethan Allen  
W323S 1050  
Boys School Rd  
Wales,  
Wisconsin,  
53183

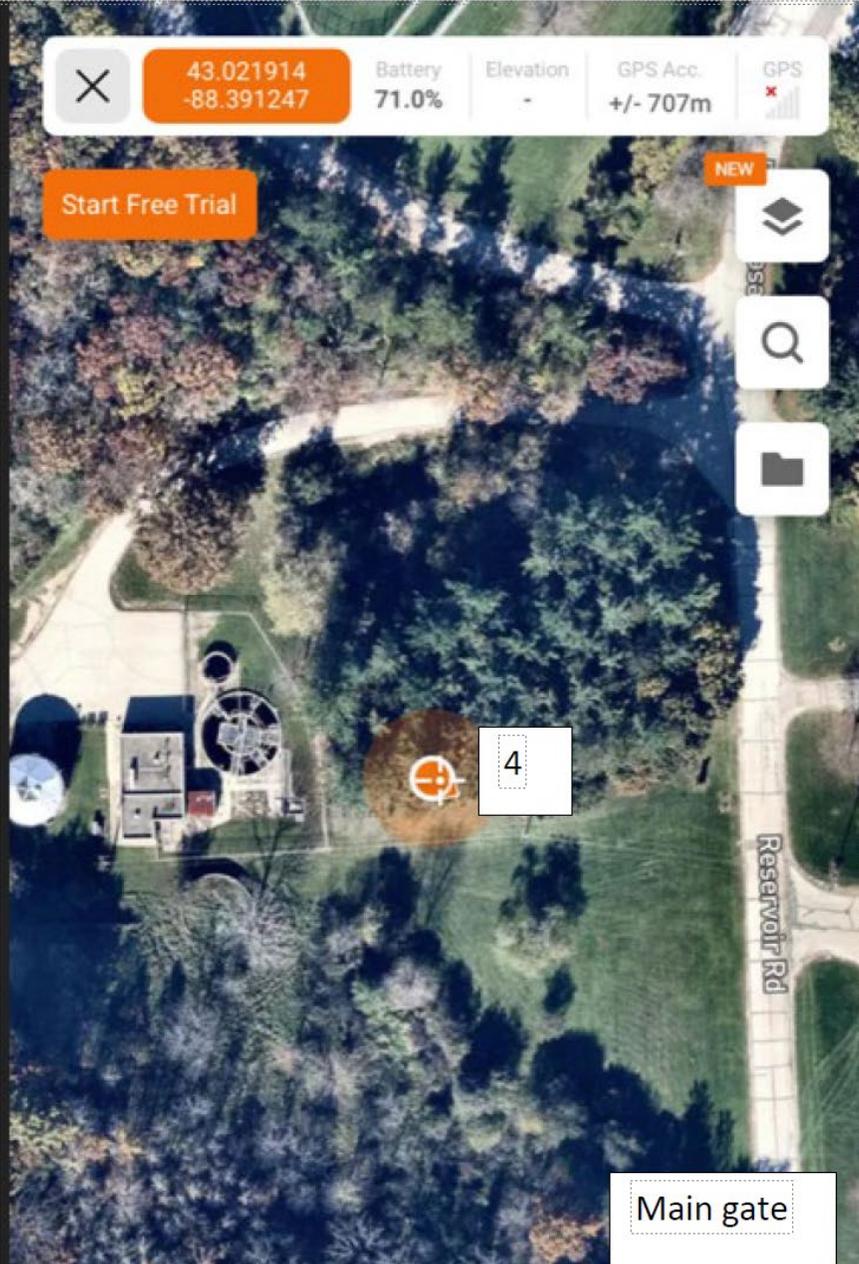


**New Parking instructions** for Ethan Allen Boy School. Since some people did not follow the directions and park in the correct location on opening weekend, we must move parking to the circular drive of the house on the right side before entering EA. Park in the circular drive without blocking others from driving through or blocking the grounds crew. There should not be any more that 5 cars at any time.



**Stand # 4 Ethan Allen 43.021914 -88.391247**

Just after the main gate walk toward the maintenance buildings.  
The stand is to your left (west). This is two-man ladder stand.



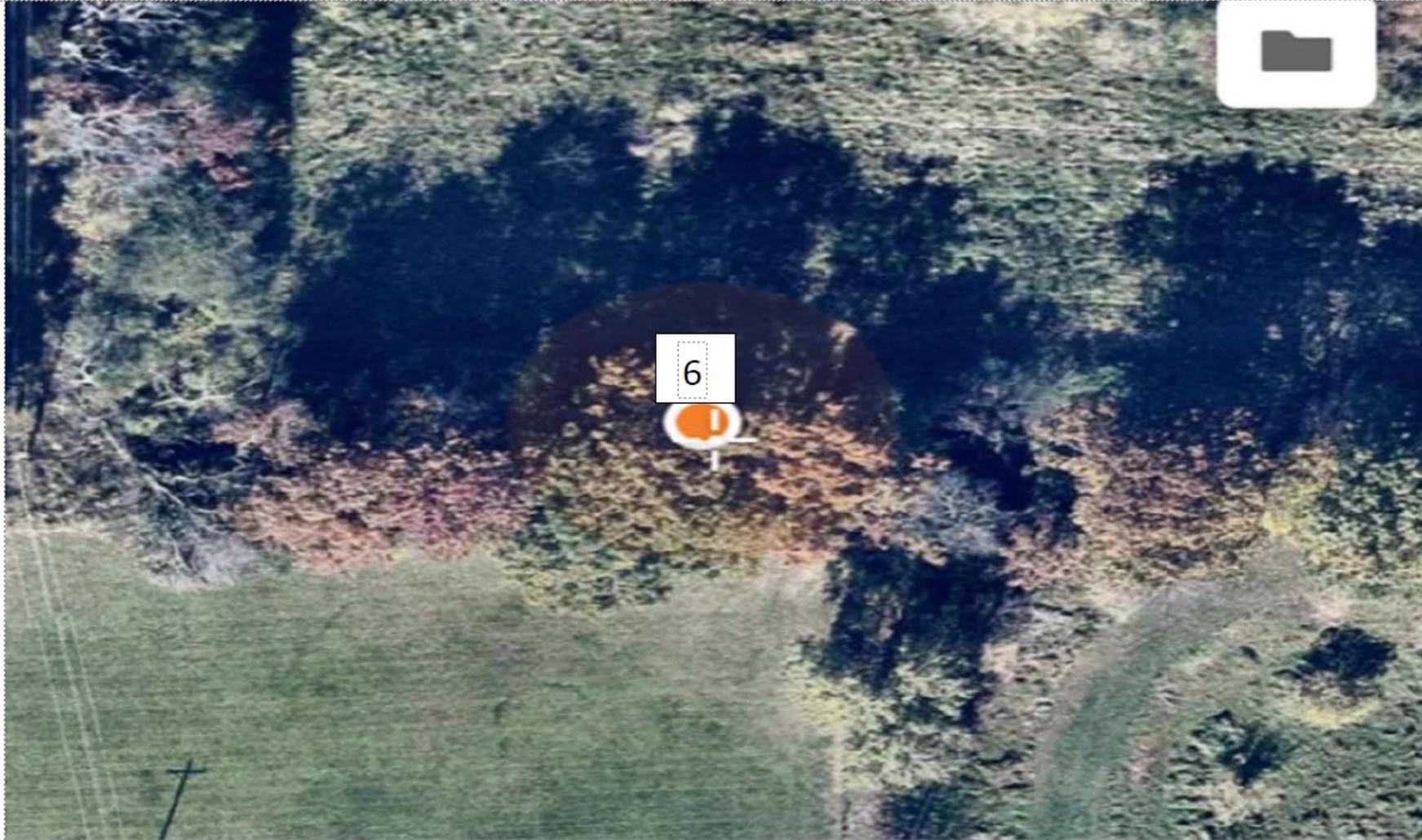
**Stand 5** is to the east of the main gate in the first  
Grove of pines Two man stand



Stands  
4 and 5  
are two  
man  
stands

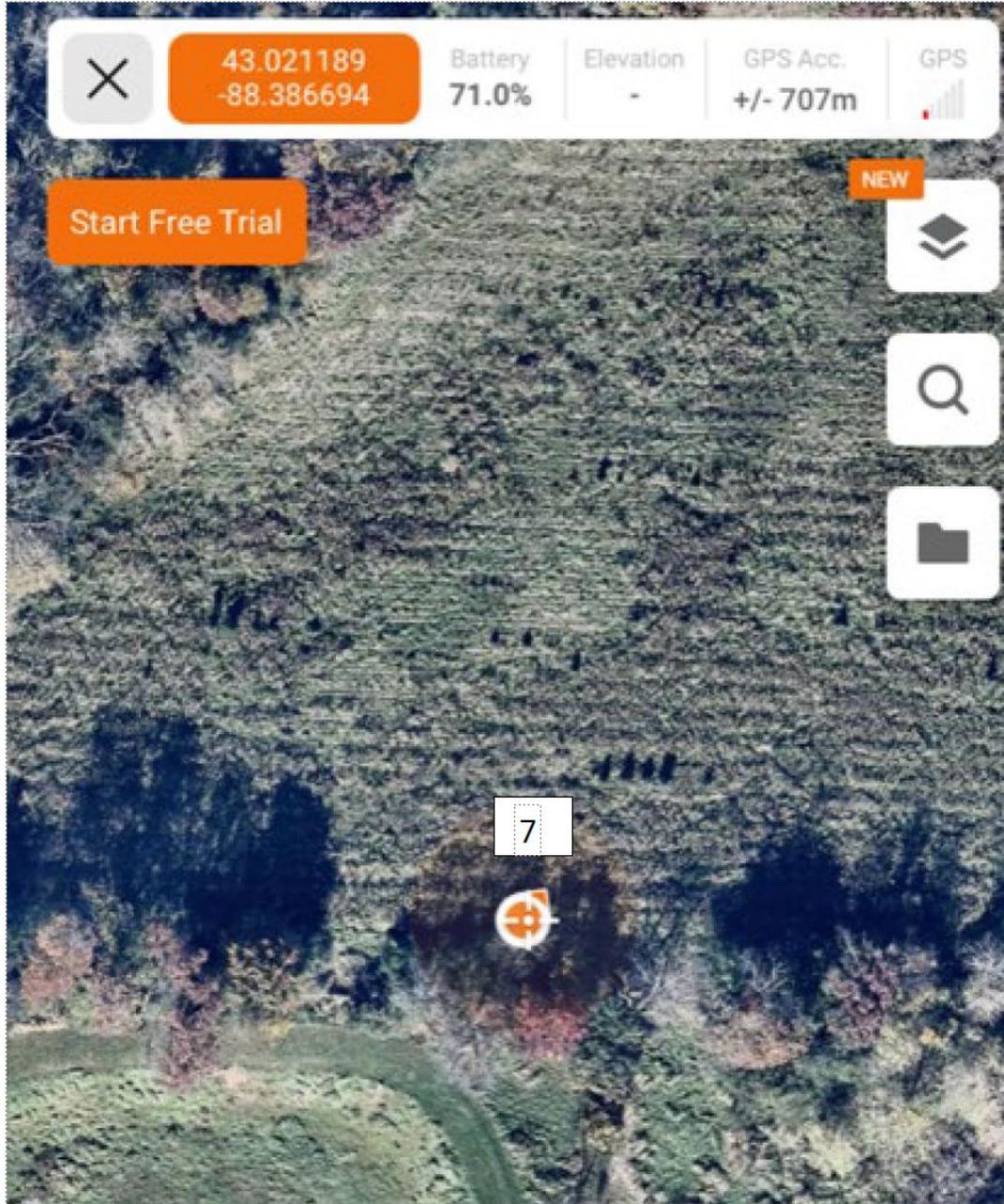
Stand 6 is  
a 1 man

# 6 Stand Ethan Allen Is east of the main gate GPS 43.021183, -88.38853



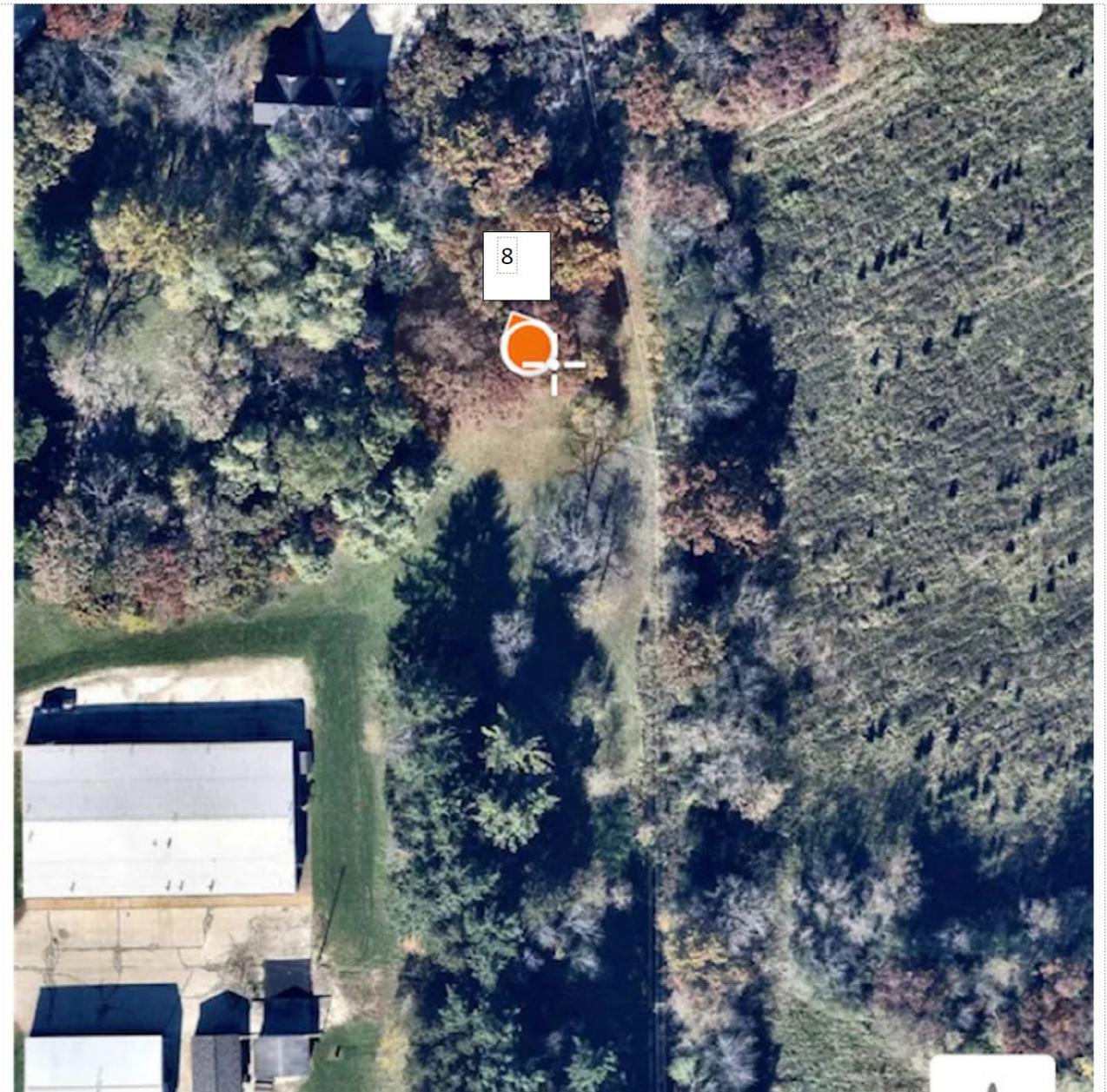
# 6 The stand is located on the north tree line on NW corner of the fenced DNR retention area.

#7 Ethan Allen 43.021189 -88.386694 This stand is on the far east of the property. You need to walk along the fence from # 5 and jog around the fence to get to it. See last page of the doc for more walk-in directions



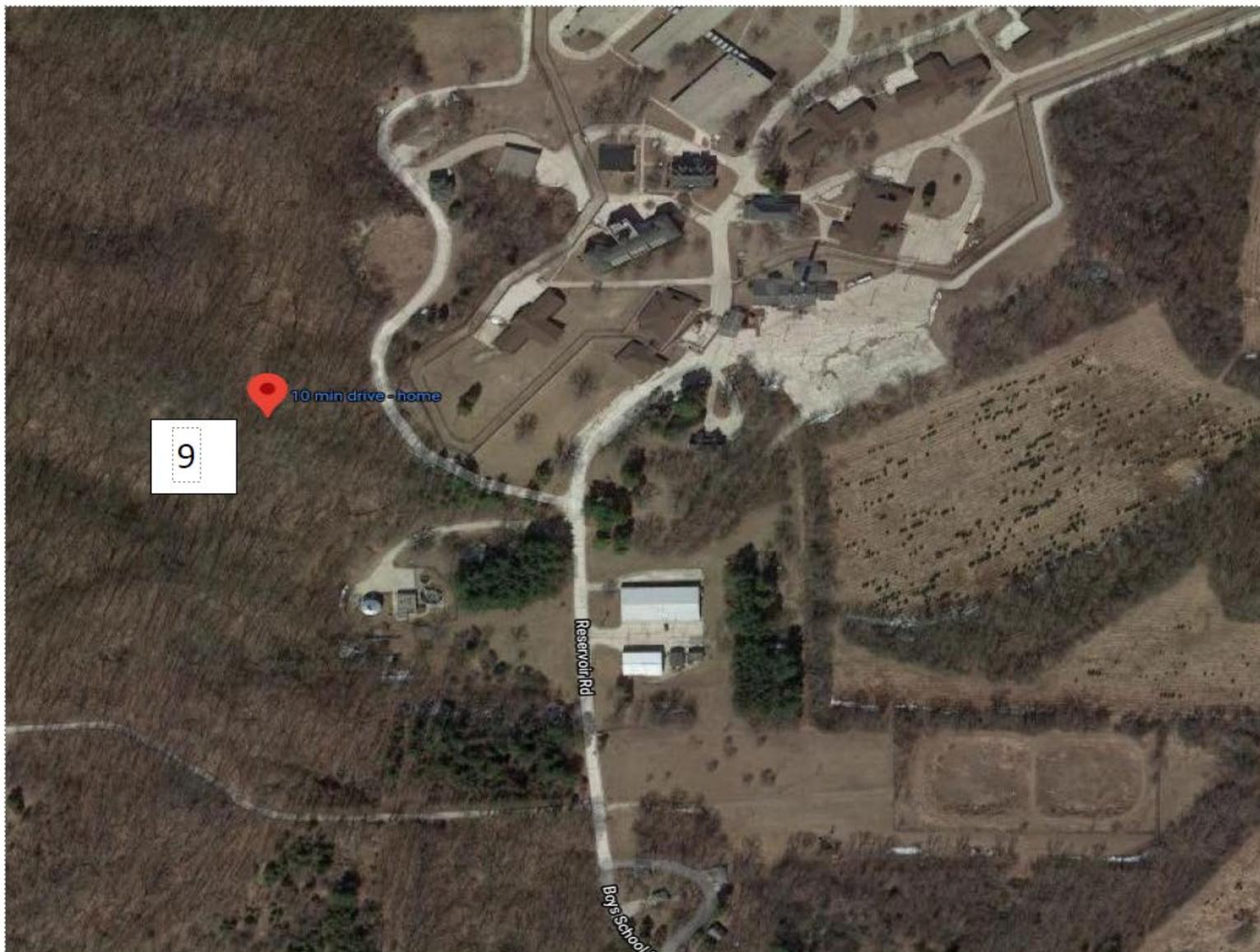
Seven is a two man

Stand # 8 Ethan Allen 43.022584, -88.3839282 Just walk north on the main road from the gate just past the maintenance building going right and then veer left. The stand is in the tree line on the left



One Man

Stand 9 43.023165 -88.392776 at Ethan Allen On the west side of Ethan Allen. Go through the main gate and then left after the maintenance building up the hill and then left.

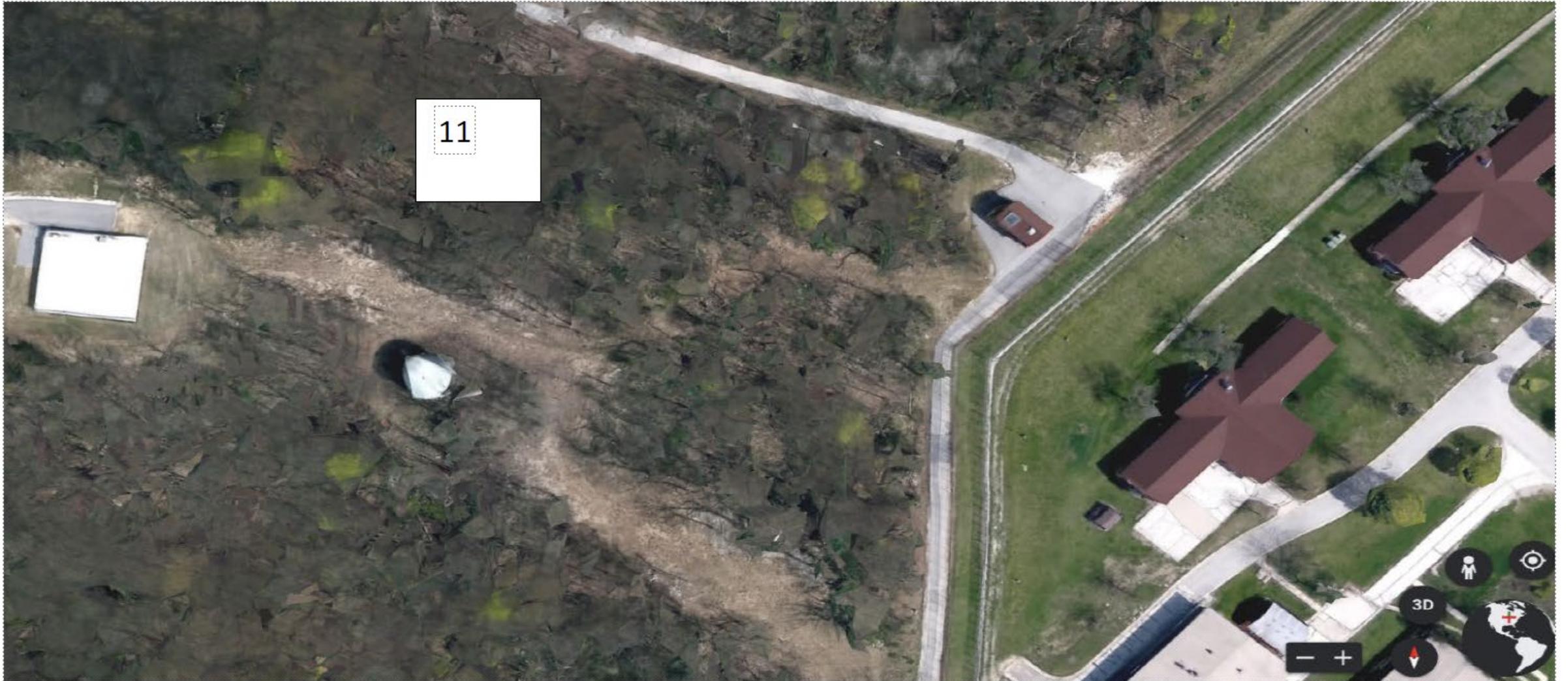


# 10 Ethan Allen F 43.02577, -88.391867 You must walk up the road to the west and then cut into the meadow. The stand is just in the tree line. This is a nice new Tower Stand

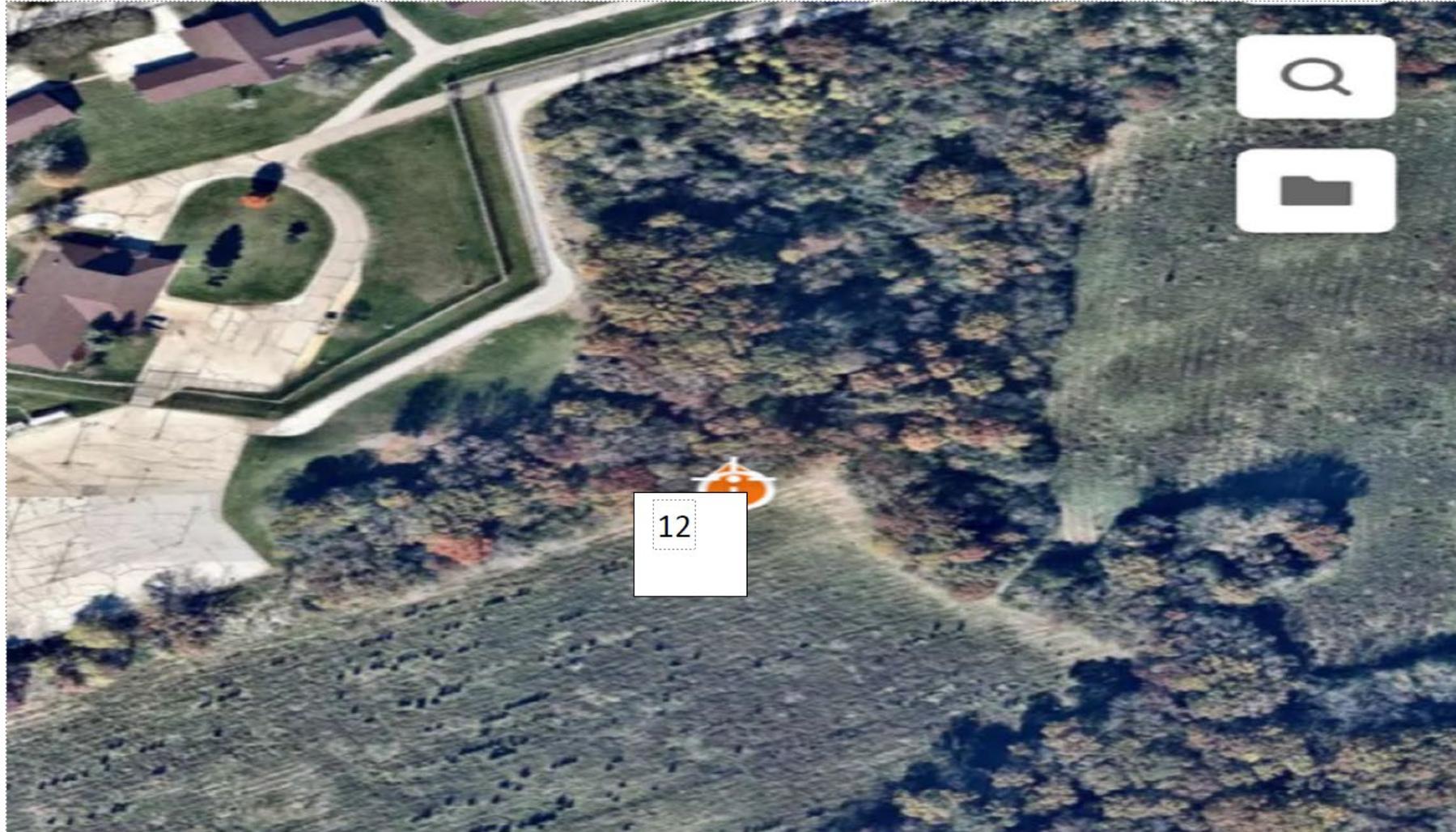


Tower Stand

**Stand 11** 43.026954, -88.391944 This stand is for the hardy. This is a long walk up to the radio tower just to the north of this stand.



**Stand # 12 Ethan Allen 43.023808, -88.386866** This stand is worth the walk, but have a cart. See the detail on the last page. Take the main road and veer right and walk through the old parking lot. Follow the path along the fence to you get to the grassy hill. You will need to go about 30 yards into the woods. The stand is by a small pond in the woods and just into the tree line from the meadow on the east.

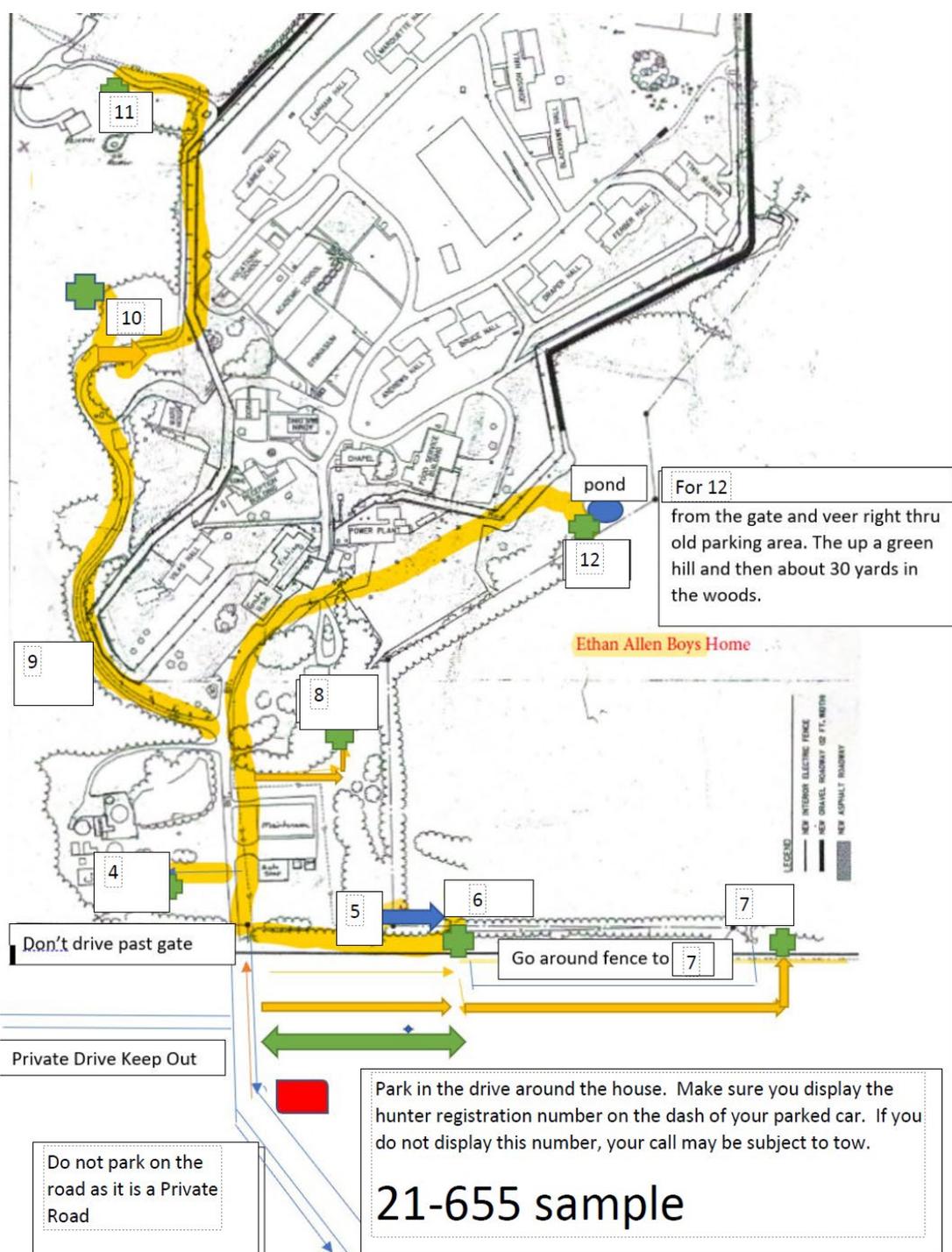


Stand # 13 2-Man 43.024843 -88.385958



Stand 14  $43^{\circ}01'28.6''N$   $88^{\circ}23'35.5''W$  1 man





FOR QUESTIONS AROUND BOUNDARIES, WE SUGGEST YOU USE THE <https://www.waukeshacounty.gov/interactivemap/> TO IDENTIFY LANDOWNERS.

BOUNDARY MAP Around Ethan Allen Property It is the hunter's responsibility to seek permission to retrieve any harvest.



# Please take does and fawns

- ▶ We want to encourage hunters to take all antlerless deer possible.
- ▶ We can get enough nuisance tags
- ▶ Please don't pass on a small deer, you can always donate your deer.
- ▶ Check the DNR website about donating a deer and CWD requirements.
- ▶ **Once you harvest a deer from our stands, or on private property please register with [wdehn@townofdelafield.org](mailto:wdehn@townofdelafield.org)**
- ▶ **Bucks can only be harvested using your own tag.**

# Important Rules to Review

- ▶ 1. Only current approved licensed deer bow hunters can hunt on town sanctioned bow stands. We do have several two-person or tower stands for youth hunters to hunt with adults
- ▶ 2. Bow or Crossbow hunting only from Town Sanctioned Stands! No Turkey Hunting!
- ▶ 3. Once an application is approved, we will assign a six-digit number to the hunter. The hunter must display this number on their back tag and in the dash of their car. (at least 1 inch letter size) That way we can identify a hunter that may be violating the rules. Hunters must provide their vehicle license plate number on the application. Vehicles parked at designated areas that do not display this 6-digit code may be towed at owner's expense.
- ▶ 4. Hunters must print off the reservation form from the online reservation system and carry this with them on the hunt
- ▶ 5. You must receive permission from the landowner to retrieve any deer harvested from a Town sanctioned stand that travel to other property.
- ▶ 6. You may only hunt from the elevated stands and shoot toward the ground. Shooting on your way to the stand or from it is dangerous and additionally could interfere with another person's hunt.

# Additional Rules

- ▶ You must wear orange/pink on the way to and from the stands
- ▶ You must display your 6-digit approval code on your back and on the dash of your vehicle.

sample

22-444

# Contributions can be made at Town Bank



Checks payable to DELAFIELD DEER MANAGEMENT



We need to purchase chairs for several tower stands.



Cover the cost of the monthly website fee



Cover the cost of the web domains, etc.