

**PARK AND RECREATION BOARD AGENDA**  
**MONDAY MARCH 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 Feb. 6 2022, meeting.

**Recreation –**

2. Discussion and possible consideration on Special Event for Paws in the Park, Emma Loves Dogs, August 26<sup>th</sup>, 2023.
3. Discussion and possible consideration of Special Event for Hometown Celebration, June 30<sup>th</sup>-July 2<sup>nd</sup>, 2023.

**Public Works –**

4. Discussion and consideration of Diamond Softball Tournament at Bark River Branden Frank.
5. Discussion and possible consideration for a Ragnar Run at Centennial Park May 12<sup>th</sup> – May 13<sup>th</sup>, 2023, Shane Asbury.
6. Update on Nixon Construction timeline.

**Other items for consideration**

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

8. Adjourn  
Deidre 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, FEBRUARY 6, 2022**  
**7:00 PM**  
**BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Present: Tim Hallquist, Shaunta' de Boer, Rick Conner, Randy Ferrell, Craig Eisenhut, Kathy Van Thiel and Nick Miller.  
Excused: Dave Felkner  
Others: Erin Guenterberg, Kristina Kleinschmidt, Sara Rennekamp, Tom Jenson and Leo Jungbluth.

**7:00 PM Call to Order**

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

**1. Discussion and possible consideration to approve the December 5 2022, Park, and Recreation meeting minutes.**

Motion (Ferrell/de Boer) to approve the Park and Recreation minutes of December 5, 2022. Carried (7-0).

**Recreation -**

**2. Discussion and possible consideration for a Special Event Hartland Kids Day on July 26, 2023, Erin Guenterberg-**

Erin Guenterberg was present to explain this year's Hartland Kids Day. She said this will be the 11<sup>th</sup> annual Hartland Kids Day, there will be up to 100 vendors and 5-7 food vendors. Hallquist had 1 complaint with a port-a-potty last year having a vendors only sign on it and requested that another port-a potty be added or remove the sign from the port-a-potty. Connor asked how many vendors complained and Ms. Guenterberg said there was a few the previous year. Jungbluth brought up an issue with the pickleball court, with people not wanting to leave the court once vendors showed to use the space and the courts had been reserved for the event. It was suggested if it happens again this year, to make a call to Rennekamp and she will contact PD. Jungbluth said with construction taking place this summer, part of the tennis court will be potentially removed. He said to make sure the dumpster is picked up due to construction and the parking lot should be closed off at 6 a.m. or the night before. Ms. Guenterberg said she did reach out to the Police Dept about the no parking signs and there will be a shuttle into the park from Lake Country Lutheran.

Motion (Conner/ Miller) to approve the Special Event for Hartland Kids Day on July 26, 2023.  
Carried (6-0).

**3. Discussion and possible consideration for a Special Event by Wisconsin Athletic Club, Goat Yoga in Nixon Park June 4<sup>th</sup> or June 11<sup>th</sup>, 2023.**

Kristina from the Wisconsin Athletic Club was present to explain the event. She said they work with Honey Dew Farms will be providing little baby goats. She said they come in, do a quick set up, and they bring the goats in dog kennels. She said once they have the snow fencing up in an area and know it is secure then they bring the goats in, and the goats will be restricted to that area. There are 4-5 handlers to make sure the goats don't get out. She said it will be about an hour of time. Rennekamp said she has contacted Slinger municipality that has run this same event with success. She said they do a 2 to 1 ratio and the goats are miniature Nigerian goats and they are 6 months or younger. Rennekamp said at that age they are eating or chewing on grass as they are too small. She went on to say if they do have accidents during that time, it is very small pellets and they do clean it up if it is on a yoga mat or a person otherwise it is considered fertilizer. She said during a rain event the goats would be put on concrete the Farm provides an umbrella insurance coverage. Hallquist asked if they are wanting a rain date since they supplied 2 dates and Kristina said no, they were just supplying 2 dates in case there was something going on, on one of those dates. Rennekamp said she suggested east of the t-ball field at Nixon Park. Miller asked if there are any age restrictions and Kristina said she didn't think there was an age restriction, but she would have to check. Van Thiel asked the price of the event and Kristina said normally it is \$20 for members and \$25 for non-members. Rennekamp mentioned all participants have a waiver they have to sign also.

Motion (Miller/Eisenhut) to approve the Special Event for Wisconsin Athletic Club Goat Yoga at Nixon Park. Carried (7-0).

**4. Discussion on Food Vendor Fees in the Park-**

Recreation Director Rennekamp said there is an event coming up and there is a gray area, so she wanted to bring it up for clarity for her and staff. She said it is for the Bark River Bash and vendors who sell pre-packaged food like cookies or pastries. She said there is a window that is unclear of who counts as a vendor and who counts as a food vendor. Hallquist said if they are making a profit then they should be charged a fee. Rennekamp read the food vendor description. She said the woman who makes cookies out of her home and her home is in Hartland. Rennekamp said what about the person that sells herbs or dip mixes. Brief discussion on the difference. "Overlapping conversations".

Rennekamp said she wanted to be black and white clear on it and the way she would like to present it is everyone pays a \$75 fee unless they fall into one of this categories and they have to come and present it anyways if they want to ask for it to be waived. Hallquist suggested emailing the policy to them and Rennekamp said.

**5. Discussion on T-Ball-**

Rennekamp went over the layout of the T-ball season.

She said they are reserving the Bark River Field at the end of the season for an all-stars game on July 15<sup>th</sup>, plus they will be doing a dockhounds game. She said so far there are 84 kids registered and there are 300 spots.

**6. Discussion on Hometown Celebration-**

Rennekamp said the theme this year is Unity. She said Bella Cain & Stetson & Lace have been signed to play that weekend. She said she is planning on passing food off to non-profits in Hartland.

She said she is looking for sponsors and is currently at \$6,600,00.

“Overlapping talking”.

It will be held on the last weekend in June and the dates are June 30<sup>th</sup>, July 1<sup>st</sup>, and July 2<sup>nd</sup>. Eisenhut commented that he would like the car show to come back in on Saturday morning and Hallquist said he would like to see the bed races come back.

**Public Works Items-**

**7. Discussion on hunting in the parks-**

Jungbluth said in the packet is an example of what the Town of Delafield does and their rules.

Eisenhut said he talked to Chief Misko about this and that it is way too involved to run a program like this. He said he sent it to Felkner just to show what others are doing. He said this is something that can be referred to if there is a property and that someone can be selected by him or the board or in charge of. Hallquist asked so who do you want to hunt the land. He said it should be a small team assigned to certain areas, but it shouldn't be for the public to come in and apply for. He said it would be a hand-picked situation. Eisenhut said we only have 2 locations, but it would help people's trees and cars etc. He said private property can be hunted by archery but the Village's land they should be hand selected by our board.

Jungbluth said Felkner said let them talk about it and he would be back next week. He said personally he doesn't know how you will be able to hand pick people because someone may be upset, they weren't picked. He said there are several Village Board members on the Park Board, and they will take the brunt. Eisenhut said a lottery could be done. The comment was made that you can't have people hunting all over the Village. Eisenhut said if you can do it legally in the parameters that the state has already put in place, and you have the property to support it legally you can do it. He said if you have 5 acres in your back yard, legally you can do it, you have to follow the rules.

Jungbluth said he thinks there is more to talk about. The comment was made about the liability too if something goes wrong. Eisenhut said there is a law in the state of Wisconsin, you already omitted liability if you voluntarily do something you are allowed to do. He said you take personal responsibility for your own actions in the State of Wisconsin, so it's not an area that Hartland can get sued for if someone gets hurt falling out of a tree stand. He said he can get that law for you.

Hallquist asked what if a hiker gets shot because he didn't read the sign. Eisenhut said no, he didn't think about that. Jungbluth said something like that did happen in Northern Wisconsin. Hallquist said we are just looking at all the liabilities involved and will have to run this by legal. The question was asked where he was looking at this taking place and he said up by Penbrook Park. Hallquist commented they have had 1 person come to the Village Board meetings to complain about the deer and you had requested it so that is 2 people. Hallquist said in his opinion he doesn't think it warrants

going any further and he has other concerns which he can bring up at another time. Hallquist asked if DNR has some preventative measures that they provide. Eisenhut said they will provide as many tags as we want and Hallquist said no he meant is the only option is to kill and Eisenhut said yes. Eisenhut said it is something to consider and the deer are a nuisance and there are a lot more complaints than just the 2. He also said it should go to the board for private property owners. (inaudible). Miller said he thinks there aren't more complaints because people don't think it will help or they didn't know it was an option. Miller said he has dealt with the deer in his yard, and it is frustrating. He thinks it is an issue from the people he has talked to. Hallquist asked if we can check with legal and Jungbluth said we can talk to Felkner next week when he is back. The question was asked what time of year this would be open. He said DNR only allows it during the season so that is Sept – Jan. and they have to have a hunting license. There was brief discussion on using a nuisance tag vs a hunting tag. Hallquist will talk to Felker next week about the liability and see what has to be done yet.

**Other items for consideration-**

- 8. 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.**

Hallquist asked for a tentative schedule for construction at Nixon Park.  
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.

**9. 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> March 6, 2023
<b>Submitted By:</b> Sara Rennekamp, Recreation Director	<b>Presenter:</b> Kelly Zimmerman
<b>Subject:</b> Consideration of a motion to approve of the use of Nixon Park for Paws in the Park, Emma Loves Dogs, on August 26, 2023.	
<b>Details:</b> Included in the Park Board packet is a schedule of activities that will be held on August 26, 2023, the special event permit application, and the park reservation application forms.	
<b>Executive Recommendation:</b> Staff recommends approval of this event.	
<b>Financial Remarks:</b> Emma Loves Dogs is requesting that all fees be waived for this event.	
<b>Options &amp; Alternatives:</b> None at this time.	



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## Paws in the Park

**26<sup>th</sup> August 2023**

### **OVERVIEW**

The Emma Loves Dogs Foundation was created on August 30th, 2019 which was Emma's 8th birthday. Eight months earlier we didn't know if we would celebrate that day with her after her DIPG brain tumor diagnosis however she beat the odds and made it to her birthday and the kick off of her foundation. She passed away on November 18th, 2019 after a ten month battle against cancer but her legacy will continue to carry on through the Emma Loves Dogs Foundation. This event "Paws in the Park" will celebrate her birthday and the anniversary of the foundation. We want to share that with the community since they supported her through her journey and beyond.

### **GOALS**

1. Raise money for the Emma Loves Dogs Foundation.
2. Celebrate Emma and her legacy with the local community.

### **SPECIFICATIONS**

- Nixon Park Party 5pm-10pm
  - Food Trucks in Nixon Park - 2-3 proposed
  - Beer Garden - Received approval from Pat Endters
  - Raffle
  - Live Band
  - Single lantern launch
  - K9 Police presence

Note: Requesting all fees for park shelters and banner placement to be waived again this year. The foundation will cover the food truck cost.



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 <i>Emma Loves Dogs Foundation</i>				
Street Address <i>PO Box 230</i>		City <i>Hartland</i>	State <i>WI</i>	Zip <i>53029</i>
Phone Number <i>414 897 3827</i>		Are you a 501(c)3 Organization?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Event Contact Person (First & Last Name) <i>Kelly Zimmerman</i>				
Address <i>634 Cardiff Dr</i>		City <i>Hartland</i>	State <i>WI</i>	Zip <i>53029</i>
Email <i>kwierdsma@gmail.com</i>	Phone Number <i>414 897 3827</i>		Day of Event Phone Number <i>Same</i>	
If applicant is a partnership, provide names, addresses and phone numbers for all partners. Provide names, addresses and phone numbers for all officers and directors if corporation or members if applicant is a limited-liability company.				

EVENT INFORMATION		
Name of Event <i>Paws in the Park</i>		Date(s) of Event <i>August 26, 2023</i>
Event Start Time <i>5pm</i>		Event End Time <i>10pm</i>
Location of the Event* <i>Nixon Park</i>		
Will your event take place in a Village of Hartland Park?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<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  
*Paws in the park is an annual fundraiser for the Emma Innes dogs foundation. We will have a live band and raffle. Will also have 2-3 food vendors.*

Estimated Number of Participants <i>400</i>	Spectators	Vendors <i>2</i>
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Will alcohol be sold/served? *If yes, liquor and bartender licenses are necessary under separate application.*

Yes	<input checked="" type="checkbox"/>	No
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Will you be selling/serving food?

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

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

Yes	<input checked="" type="checkbox"/>	No
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If yes, how many food trucks will be at the event?

*2-3*

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

Yes	<input checked="" type="checkbox"/>	No
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Does the event involve fireworks? *If yes, you will need to obtain a Fireworks Permit under separate application.*

Yes	<input checked="" type="checkbox"/>	No
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Does the event involve amplified music?

Yes	<input checked="" type="checkbox"/>	No
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If yes, will the amplified music be a:

Band	<input checked="" type="checkbox"/>	DJ
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Hours of amplified music: *5pm - 9pm*

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

Is street closure requested?

Yes	<input checked="" type="checkbox"/>	No
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Hours of street closure:

Diagram for Street Closure Provided?

Yes	<i>N/A</i>	No
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Will you need barricades provided by the Village for your event?

Yes	<input checked="" type="checkbox"/>	No
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How many barricades needed for your event?

*N/A*

"Road Closed" signs requested?

Yes	<input checked="" type="checkbox"/>	No
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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="checkbox"/>	No
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Will you be providing portable restrooms and wash stations?

Yes	<input checked="" type="checkbox"/>	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

*If yes, where will parking be available?*

Will you provide a dumpster/clean-up services?

Yes  No

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

Will the event require additional security?

Yes  No

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

Yes  No

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

Yes  No

**INSURANCE REQUIREMENTS**

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

Are you able to provide these insurance documents?

Yes  No

**DEPOSIT REQUIREMENTS**

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

**TERMINATION OF AN EVENT**

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

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

[Signature]  
Signature of Applicant

1-13-23  
Date

**For staff use only**

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

Application forwarded to:

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

Village Board approval, if necessary, on:  
\_\_\_\_\_

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

DEPT.	APPROVE	DENY	BY	REASON (if denied)
Bldg. Insp.				
Clerk				
Fire	✓	<del>X</del>	<u>[Signature]</u>	
Police	<del>X</del>		<u>[Signature]</u> 1/23/23	
Public Works	<del>X</del>		<u>[Signature]</u>	
Rec	X		<u>[Signature]</u>	

**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.

[Signature]  
Village Administrator approval

1/31/23  
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) Emma Loves Dogs Foundation  
 Renter or Responsible Party Kelly Zimmerman  
 Home/Cell Phone 414-897-3827 Email kwierdsma@gmail.com  
 Address PO Box 230 City/Zip 53029  
 If above person cannot be reached: Tammy Mertens Phone 262-349-6241

## Rental Information

Event Date Paws in the Park Event Type Fundraiser  
 Arrival Time (include set-up time) 3pm Departure Time (include clean-up time) 10pm  
 Attendance 400 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.

Renter's Signature  
Kelly Zimmerman

1-13-23  
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  
FINE ARTS CENTER RESERVATION APPLICATION**

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

Organization or Individual's Name: Emma Loves Dogs Foundation

Name of Person In Charge: Kelly Zimmerman

Telephone Number: (Home) 414-897-3827 (Work) \_\_\_\_\_ (EMAIL) kwierdsma@gmail.com

Address: PO Box 230 Hartland, WI 53029  
Street/Mailing Zip Code

If Above Person Cannot Be Reached: Tammy Mertens

Telephone Number: (Home) 262-349-6241 (Work) \_\_\_\_\_ (EMAIL) tammymertens@gmail.com

Address: Same Address  
Street/Mailing Zip Code

Name of Group, Performer: Renegade

Description of Entertainment: Live Band

Is Sponsor Classified as Non-Profit: Yes

Other Permits Required: Beer  Shelter  Other

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

FEES	Resident	0 - 50	51 - 100	101 - 200	201
			\$80.00+ 4.00	\$100.00 + 5.00	\$125.00 + 6.25
Non Resident		0 - 50	51 - 100	101 - 200	201 +
		\$100.00+ 5.00	\$130.00+ 6.25	\$170.00 + 8.50	\$200.00 + 10.00

*Note: Deposit to be paid by all users*

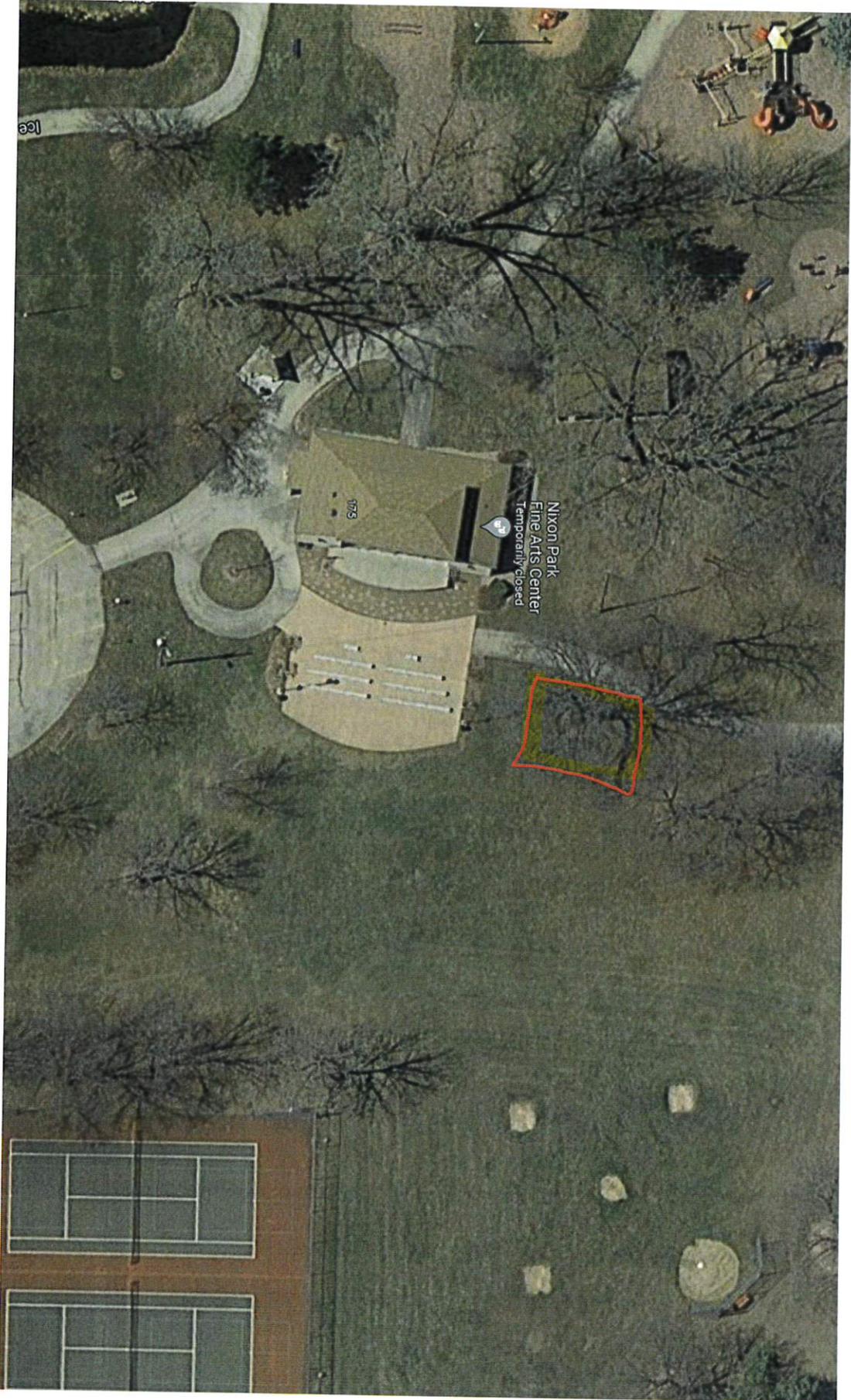
Refundable Deposit Amounts	0-50	51-100	101-200	201-300	300+
	\$50.00	\$100.00	\$200.00	\$300.00	\$400.00

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)	(Office Use Only)		
							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 \_\_\_\_\_

PLEASE BRING THIS PERMIT WITH YOU TO THE PARK



Nixon Park  
Fine Arts Center  
Temporarily Closed

175

Ice



**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> March 1, 2023
<b>Village Board Item Number:</b>	<b>Date:</b> March 6, 2023
<b>Submitted By:</b> Sara Rennekamp, Recreation Director	<b>Presenter:</b> Sara Rennekamp
<b>Subject:</b> Consideration of a motion to approve the park activity for Hometown Celebration, Village of Hartland, on June 30-July 2, 2023.	
<b>Details:</b> Included in the Park Board packet is an event timeline and details, a map of the event layout, a map of the parking option, banner graphics and locations, application for special event permit, applications for food vendors.  Event includes a tented stage, bars, food vendors, portable restrooms, and shuttle. Lake Country Beer Garden will be open.	
<b>Executive Recommendation:</b> Staff recommends approval of this event.	
<b>Financial Remarks:</b> Funds raised are \$29,500. The goal is \$56,000.	
<b>Options &amp; Alternatives:</b> None at this time.	

# Hometown Celebration Event Timeline & Details

## June 30-July 2, 2023

### EVENT TIMELINE

#### Tuesday, June 27 - Thursday, June 29

- Portable restrooms delivered
- Tent set-up (Wednesday, all day)
- Park closed once tent is erected

#### Friday, June 30

- 2:00 pm Food vendors and band set-up
- 4:00 pm Beverage and food vendors open
- 4:00 pm Music begins
- 9:30 pm Fireworks, music stops
- 10:00 pm Music resumes
- 10:30 pm Music ends
- 11:00 pm Park clean up

#### Saturday, July 1

- 2:00 pm Food vendors and band set-up
- 4:00 pm Beverage and food vendors open
- 4:00 pm Music begins
- 11:00 pm Music ends
- 12 am Park clean up

#### Sunday, July 2

- 1:30 pm parade through Hartland

### MUSIC LINE UP

#### Friday, June 30

- 4:00- 6:00 pm Opening Act TBD – in front of Fine Arts Center
- 6:00-7:00 pm Hartland Community Band – Fine Arts Center
- 7:00-10:30 pm Stetsin & Lace (no music from 9:30-10:00 pm) – Tented Stage

#### Saturday, July 1

- 4:00-6:00 pm Opening Act TBD – in front of Fine Arts Center
- 6:00-8:00 pm After Math Band – Fine Arts Center
- 8:00-11:00 pm Bella Cain – Tented Stage

## **BANNERS**

- 4'x6' banner (3): event banner
  - Maple Avenue by baseball field
  - North Avenue by HWY 16 off ramp
  - Corner of Merton Avenue and Hartbrook Drive
- 3'x25' banner (1): event banner
  - Corner of E. Capital Drive & Merton Avenue
- 10'x10' banner (1): sponsors
  - Tennis/pickleball fence in Nixon Park

## **FOOD VENDORS**

- Kiwanis – grilled items, non-alcoholic beverages
- Knights of Columbus – grilled items, non-alcoholic beverages
- Women's Club – pies
- Lake Country Beer Garden – typical offerings

## **ALCOHOL**

- Beechwood
- Two caddies
  - Bud Light
  - Spotted Cow
  - Happy Place
- Other beverage options
  - Bud Light Seltzers
  - Water

## **VOLUNTEER OPPORTUNITIES**

- Ticket booth tellers
- Bartenders
- Set-up crew
- Clean-up crew
- Parking support
- Crossing guard

## **CURRENT SPONSORS**

- **STARS & STRIPES (\$15,000)**
  - Cassandra's Motorsports

- **LAND OF THE FREE (\$5,000)**
  - Culver's
- **HOME OF THE BRAVE (\$2,500)**
  - Arbor Pro
- **LIFE & LIBERTY (\$1,500)**
  - GFL Environmental
- **PATRIOTIC (\$500)**
  - ACME Systems
  - CL&D Graphics
  - Ellenbecker Home Maintenance
  - Hartland BID
  - Joe Woelfle State Farm
  - Merton Feed Company
  - Neumann Companies
  - Rapco
  - Selby Enterprises
  - Sjoberg Tool
  - Visu-Sewer



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 <b>Village of Hartland</b>				
Street Address <b>210 Cottonwood Ave</b>		City <b>Hartland</b>	State <b>WI</b>	Zip <b>53029</b>
Phone Number <b>262-367-0352</b>		Are you a 501(c)3 Organization?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Event Contact Person (First & Last Name) <b>Sara Rennekamp</b>				
Address <b>210 Cottonwood Ave</b>		City <b>Hartland</b>	State <b>WI</b>	Zip <b>53029</b>
Email <b>sara@villageofhartland.wi.gov</b>	Phone Number		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 <b>Hometown Celebration</b>	Date(s) of Event <b>June 30 - July 2</b>
Event Start Time <b>4pm (6/30)</b>	Event End Time <b>3:30pm (7/2)</b>
Location of the Event* <b>Nixon Park (Fri + Sat)</b>	
Will your event take place in a Village of Hartland Park?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>You MUST attach a detailed map/diagram of your event indicating the specific location and layout for event including vendors, generators, parking, proposed road closures, structures and portable toilets.</b>	
<b>*If you are using a Village Park, you must complete the Park Facility Reservation Application and reserve the park facility prior to getting your special event permit approved by the Village Board.</b>	

OTHER INFORMATION		
Generally describe your event and its purpose Hometown Celebration is Hartland's free community event/weekend celebrating the 4th of July with music, refreshments, fireworks, and parade.		
Estimated Number of Participants 3000-5000 / day	Spectators	Vendors 3-5
Will alcohol be sold/served? <i>If yes, liquor and bartender licenses are necessary under separate application.</i>	<input checked="" type="radio"/> Yes	No
Will you be selling/serving food?	<input checked="" type="radio"/> Yes	No
Will you have food trucks? <i>If yes, you will need to obtain Outside Food Vendor Permits under separate application.</i>	<input checked="" type="radio"/> Yes	No
If yes, how many food trucks will be at the event?	3-5	
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
Does the event involve fireworks? <i>If yes, you will need to obtain a Fireworks Permit under separate application.</i>	<input checked="" type="radio"/> Yes	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:	4-10:30pm Friday, 4-11pm Saturday	
<i>Noise is regulated within the Village of Hartland. The Village ordinance states that no person shall make loud noise such as may tend to unreasonably annoy or disturb the peace and quiet of another in the vicinity. Music for special events shall terminate at 9:00 p.m. if the event held Sunday through Thursday and at 11:00 p.m. if the event is held on a Friday, Saturday or holiday weekend.</i>		
Is street closure requested?	Yes	<input checked="" type="radio"/> No
Hours of street closure:	Ø	
Diagram for Street Closure Provided?	Yes	<input checked="" type="radio"/> No
Will you need barricades provided by the Village for your event?	<input checked="" type="radio"/> Yes	No
How many barricades needed for your event?	8	
"Road Closed" signs requested?	<input checked="" type="radio"/> Yes	No
Will you be erecting any tents, canopies or other temporary structure(s)? <i>If yes, You will need to provide a plan for their proposed locations and the Department of Public Works will need to inspect these structures prior to the start of your event. Tents over 400 sq. feet will require inspection by the Building Inspector.</i>	<input checked="" type="radio"/> Yes	No
Will you be providing portable restrooms and wash stations?	<input checked="" type="radio"/> 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?*

25 units: 24 units + 1 HC unit  
3 sinks  
2 extra services

By the tennis/pickleball courts  
Arriving up to 3 days prior to  
start date (6-29-23)

Will you provide parking for participants?

Yes

No

*If yes, where will parking be available?*

Yes, Eye Comm, 455 E. Industrial Avenue, has agreed to allow us to use their parking lot for event parking.

Will you provide a dumpster/clean-up services?

Yes

No

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

Additional dumpster from GFL.  
Additional garbage cans in park.

Will the event require additional security?

Yes

No

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

Yes

No

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

Yes

No

**INSURANCE REQUIREMENTS**

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

Are you able to provide these insurance documents?

Yes

No

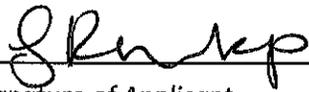
**DEPOSIT REQUIREMENTS**

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

**TERMINATION OF AN EVENT**

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

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

  
 Signature of Applicant

2-28-2023  
 Date

*For staff use only*

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

\_\_\_\_\_

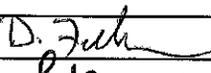
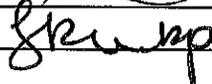
Village Board approval, if necessary, on:

\_\_\_\_\_

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	3/1/23			
Fire				
Police				
Public Works	3-1-23			
Rec	3-1-23			

*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 Outside Food Vendor Application

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

## Contact Information

Business Name Hartland Kiwanis  
Business Owner Name Jacob Zuehl (Vice President)  
Home/Cell Phone 210-771-1944 Email jakezuehl@gmail.com  
Address [redacted] City/Zip Hartland

- 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 Sara Rennekamp  
Event Date June 30-July 1, 2023 Event Type Fireworks & Concerts  
Arrival Time (include set-up time) 3:00 pm Departure Time (include clean-up time) 11:00 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.

### 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.

Jacob Zuehl  
Signature \_\_\_\_\_ Date 2/16/23  
Jacob Zuehl  
Name (please print)

Rental Fee	<u>0</u>
Tax (5% on Rental Fee)	<u>0</u>
Total Due	<u>0</u>



# 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 Knights of Columbus #3562 (St. Charles Parish)

Business Owner Name c/o Bob Rohde

Home/Cell Phone (262) 501-4541 Email bob.rohde@yahoo.com

Address 766 Glacier Road City/Zip Pewaukee, WI 53072

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 Sara Rennekamp

Event Date June 30-July 1, 2023 Event Type Fireworks & Concerts

Arrival Time (include set-up time) 3:00 pm Departure Time (include clean-up time) 11:00 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.

### Park Shelter/Open Space

Bark River Park

Fine Arts Center

Nixon Park

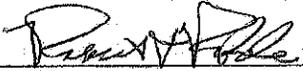
Open Space Reserved (describe area below)

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

2/28/23  
Date

Robert F. Rohde  
Name (please print)

Rental Fee	<u>0</u>
Tax (5% on Rental Fee)	<u>0</u>
Total Due	<u>0</u>

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

**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: Village of Hartland

Name of Person In Charge: Sara Rennekamp

Telephone Number:(Home) \_\_\_\_\_ (Work) 262-367-0352 (EMAIL) sara@villageofhartland.wi.gov

Address: 210 Cottonwood Avenue 53029  
Street/Mailing Zip Code

If Above Person Cannot Be Reached: Dave Felkner

Telephone Number:(Home) \_\_\_\_\_ (Work) 414-630-8168 (EMAIL) dfelkner@villageofhartland.wi.gov

Address: 210 Cottonwood Avenue 53029  
Street/Mailing Zip Code

Name of Group, Performer: VARIOUS

Description of Entertainment: Concerts

Is Sponsor Classified as Non-Profit: \_\_\_\_\_

Other Permits Required: Beer  Shelter  Other

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

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

(Office Use Only)

<b>Permit Number</b> _____	<b>Date of Use</b>	<b>Time of Use</b>	<b>Resident/ Non-Resident</b>	<b>Estimated Attendance</b>	<b>Insurance Certificate Required as Determined by Village (y or n)</b>	<b>Electricity Needed (y or n)</b>	<b>TOTAL FEE/DEPOSIT</b>	<b>Date Issued</b>	<b>Issued By</b>
<b>Fine Arts Center (FAC)</b>									
<b>Food/Beverage Sales at Concession Window?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No								
<b>Sales of Other Items? Describe Items and Point of Sale</b>									

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

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) Village of Hartland  
 Renter or Responsible Party Sara Rennekamp  
 Home/Cell Phone 262-367-0352 Email sarar@villageofhartland.wi.gov  
 Address 210 Cottonwood Avenue City/Zip 53029  
 If above person cannot be reached: Dave Felkner Phone 414-630-8168

## Rental Information

Event Date June 30 + July 2 Event Type Community event / concerts  
 Arrival Time (include set-up time) 2 pm (6/30) Departure Time (include clean-up time) 12 am (7/2)  
 Attendance 3,000+ Electricity - Yes  No \_\_\_\_\_ Tax Exempt - Yes  No \_\_\_\_\_ (If yes, please include certificate)

## Rental Fees

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

### Park Shelter/Open Space

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

Parking lot, courts, fine arts center and grass surrounding

### 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.

Sara Rennekamp  
 Renter's Signature  
Sara Rennekamp  
 Renter's Name (please print)

2-28-23  
 Date

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

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



E Park Ave  
Shuttle/Band Drop-Off

E Park Ave  
ADA Parking  
Motorcycle Parking

Nixon Park  
Fine Arts Center  
Temporarily closed

Food Vendors

Nixon Park

Restrooms

Lake Country  
Rotary Splash Pad

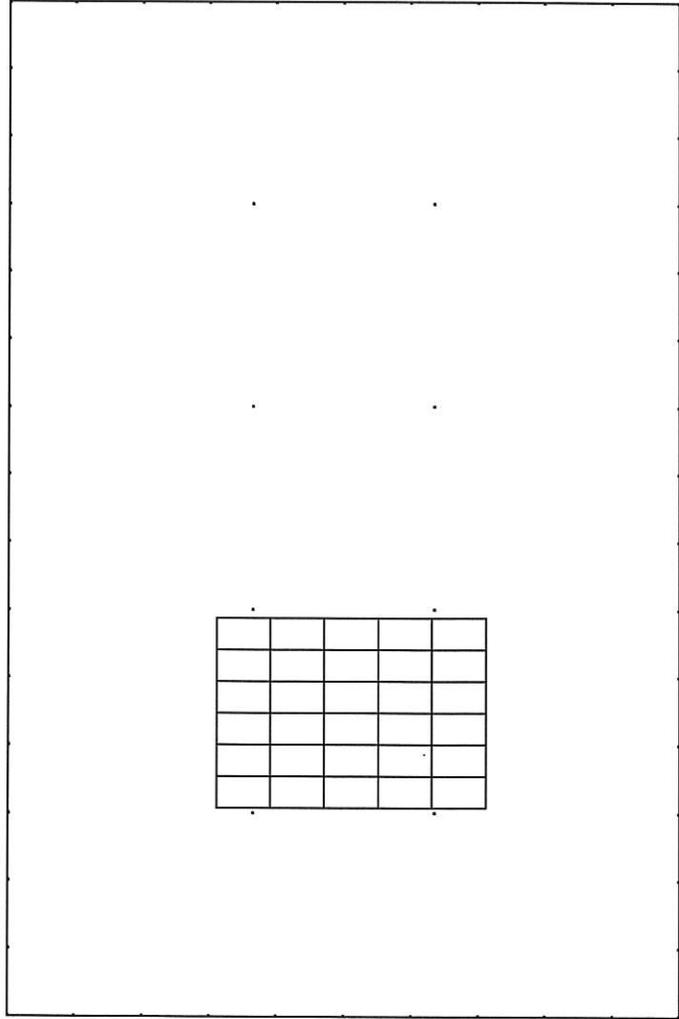
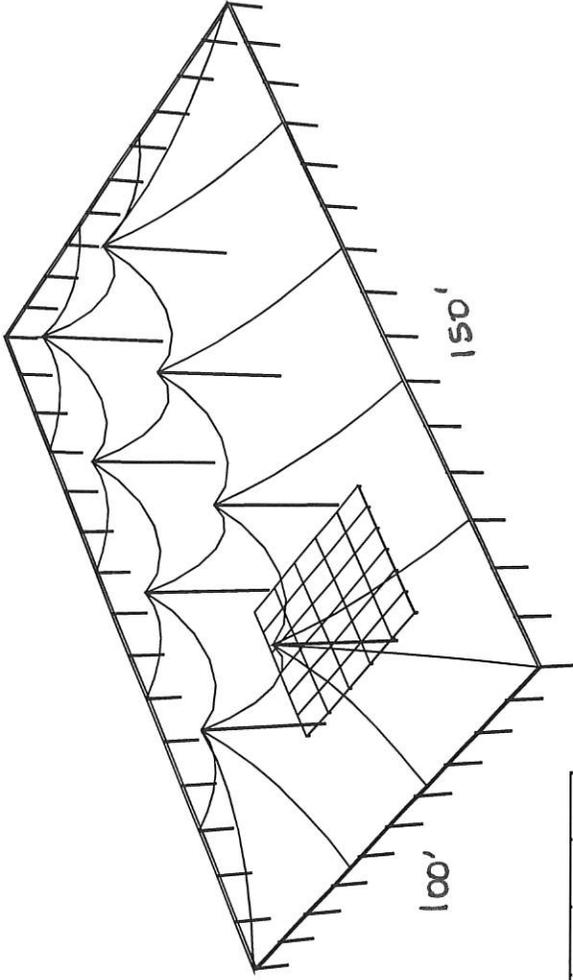
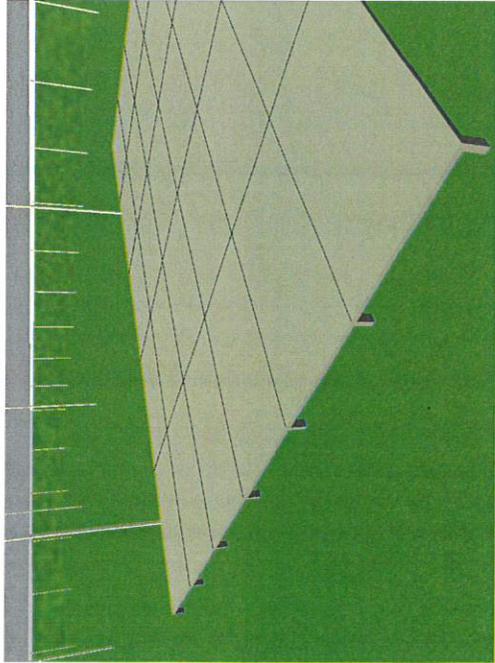
Bar  
Tent  
Stage

Band Parking

Erin R Ullicki

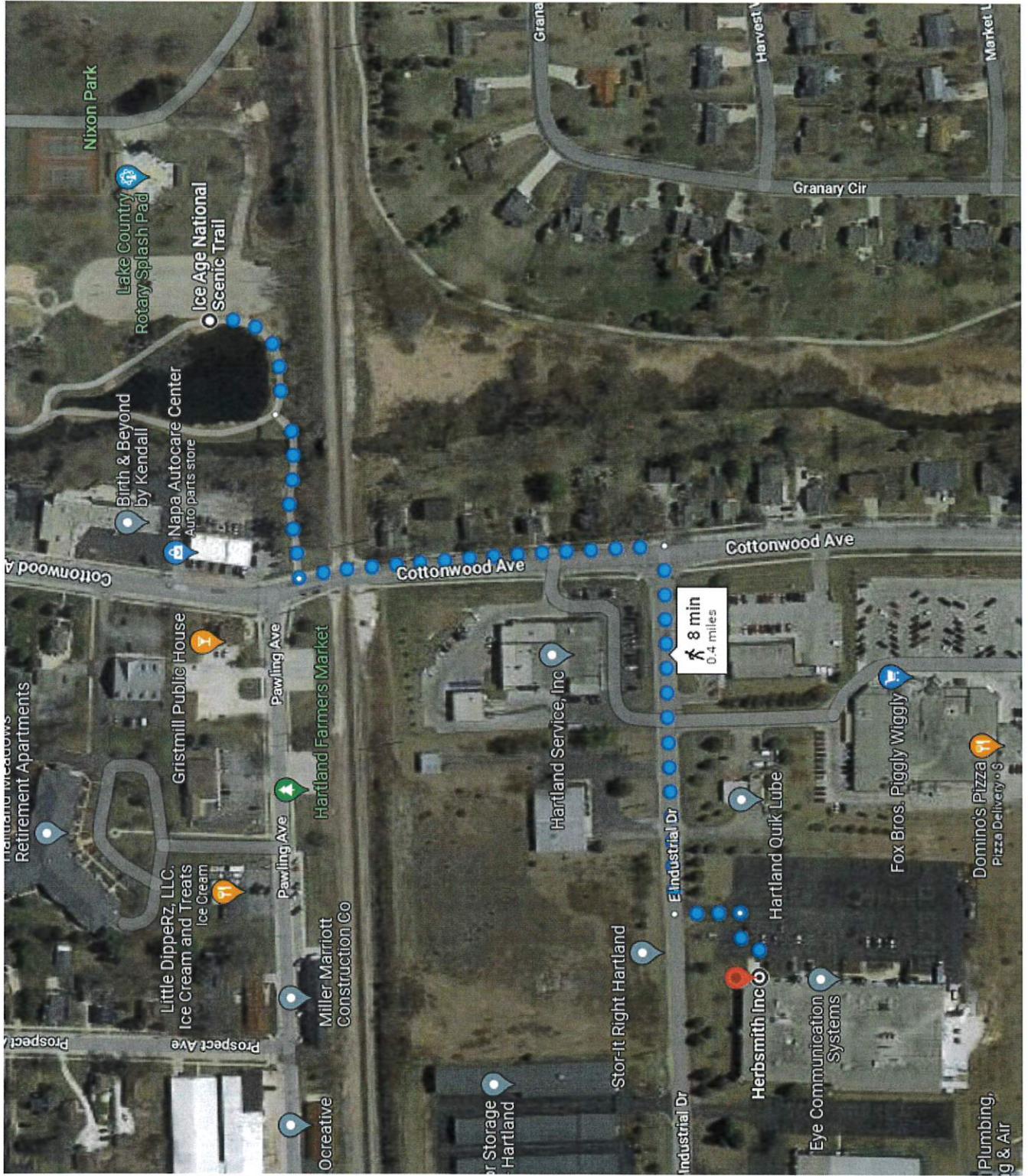
Ice Age National Scenic Trail

Ice Age National Scenic Trail



# VILLAGE OF HARTLAND

Area Rental - Amy Russell  
262-827-1444



# **Hometown Celebration**

**JUNE 30 - JULY 2**

**STETSIN & LACE**

**FRIDAY, JUNE 30 • 7 - 10:30 PM**

**BELLA CAIN**

**SATURDAY, JULY 1 • 8 - 11 PM**

  
**CASSANDRA'S**  
MOTORSPORTS  
PRESENTING SPONSOR

**MUSIC & FIREWORKS IN NIXON PARK  
PARADE THROUGH HARTLAND**



# Hometown Celebration SPONSORSHIPS

**June 30 - July 2, 2023**

## **STARS & STRIPES**

**\$15,000** / 1 available

Presenting event sponsors

Company announced and thanked by featured bands

Logo included on all event banners

Logo included on all marketing and advertising pieces

Company named in all radio advertising

## **LAND OF THE FREE**

**\$5,000** / 2 available

Beverage sponsors

Logo included on beverage areas

Logo included on all marketing and advertising pieces

## **HOME OF THE BRAVE**

**\$2,500** / 1 available

Restroom sponsors

Logo included on 10 of the portable restrooms

Logo included on all marketing and advertising pieces

## **LIFE & LIBERTY**

**\$1,500** 1 available

Transportation sponsor

Logo included on transport busses

Logo included on all marketing and advertising pieces

## **PATRIOTIC**

**\$500** 5 available

Power Sponsorship

Logo included on all marketing and advertising pieces

## **THANK YOU**

*for supporting our community!*

Contact Sara Rennekamp | 262-367-0352 | sarar@villageofhartland.wi.gov

**VILLAGE OF HARTLAND  
ATHLETIC FACILITY SCHEDULING APPLICATION**

Organization or Individual's Name: Diamond Athletic Softball  
 Name of Person In Charge: BRANDEN FRANK  
 Telephone Number: (Home) (414) 520-2568 (Work) — (EMAIL) BrandenLandscapeLLC@gmail.com  
 Address: 227 Reeds Dr. West Bend, WI 53095  
Street/Mailing Zip Code

Two Alternate Names If Above Person Cannot Be Reached: **(Must Be Completed)**  
Jesse Garcia 240 W Center St, Suakville, WI 53080 (262) 212-4158 Jgar0230@gmail.com  
Name Address Phone (Home, Work & EMAIL)  
JAY Naults W 203 County Rd HH Kiel, WI 53042 (420) 889-2471 JAY Bay 10182@gmail.com  
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: [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 <i>See Page 2</i>	Total Amount Due	Date Issued	Insurance Certificate?	Request Taken By
<b>Baseball Fields (Large)</b>							
Nixon	\$40.00 + 2.00						
Centennial	\$40.00 + 2.00						
Hartbrook	\$35.00 + 1.75						
Penbrook	\$35.00 + 1.75						
<b>Baseball Fields (Small)</b>							
Hartbrook	\$30.00 + 1.50						
Joliet	\$30.00 + 1.50						
Nixon	\$30.00 + 1.50						
<b>Softball Field</b>							
Bark River*	\$40.00 + 2.00						
<b>Soccer Fields(Large)</b>							
Centennial	\$30.00 + 1.50						
Hartbrook	\$30.00 + 1.50						
Penbrook	\$30.00 + 1.50						
<b>Soccer Field (Small)</b>							
Hartbrook	\$30.00 + 1.50						
<b>Football Field</b>							
Centennial	\$100.00 + 5.00						
<b>Tennis Courts</b>							
Nixon	\$15+ .75 per court every 2 hours						
Penbrook	\$15+ .75 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+

VILLAGE OF HARTLAND

ATHLETIC FIELD RESTORATION AGREEMENT

DATES OF USE: 6/24/23

FIELD: Bark River Park

The undersigned hereby agrees to fully accept restoration responsibility of the above named field due to unacceptable field conditions that may result from the allowed use on the athletic field. The limits/items of restoration may include complete removal and replacement of sod, diamond mix, or other field appurtenances. These field restoration costs shall be in addition to any field reservation fees and field preparation fees that are paid in advance of field use. Documentation of field conditions shall be made by the Village staff by the taking of photos both prior to and after the reserved use of the fields. Acts of vandalism outside of the normal field use shall not be the responsibility of the field user. All restoration shall be completed in a timely basis. **There will be a field deposit required as a part of this agreement (please see below schedule).**

Field User representative:   
(signed)

Field User representative: Branden Frank  
(printed)

Field User representative: Manager  
(Title)

Organization Name: Diamond Athletics

Date: 2/24/23

**Deposit Schedule for Each Field:**

Centennial Football Field -	\$550*
Soccer Fields -	\$550*
Softball Field -	\$150
Baseball Fields -	<u>\$150</u>
T-ball fields (Nixon and Joliet) -	\$50

*\*The Village of Hartland hires a contractor to over seed.*

Amount Paid: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt No. \_\_\_\_\_

We are looking to hold a tournament to raise money for our men's travel softball team to cover expenses for entry fees into state and nation wide tournaments.

We are looking to rent our Bark River Park in Hartland, WI on June 24<sup>th</sup>, 2023.

We would be looking to have the field prepped (once) before the start of the game 1 (8:30AM)

Ideally we would reach for 8 teams. Each team consist of 10-11 players so roughly, 88 players at the facility. Normally not all 8 teams are on the premises at one time due to game times.

This tournament would be 100% payout to the teams that entered based off their entry fees.

Our team would benefit from running raffles, selling food & drinks, and other ideas that we bring up to raise funds.

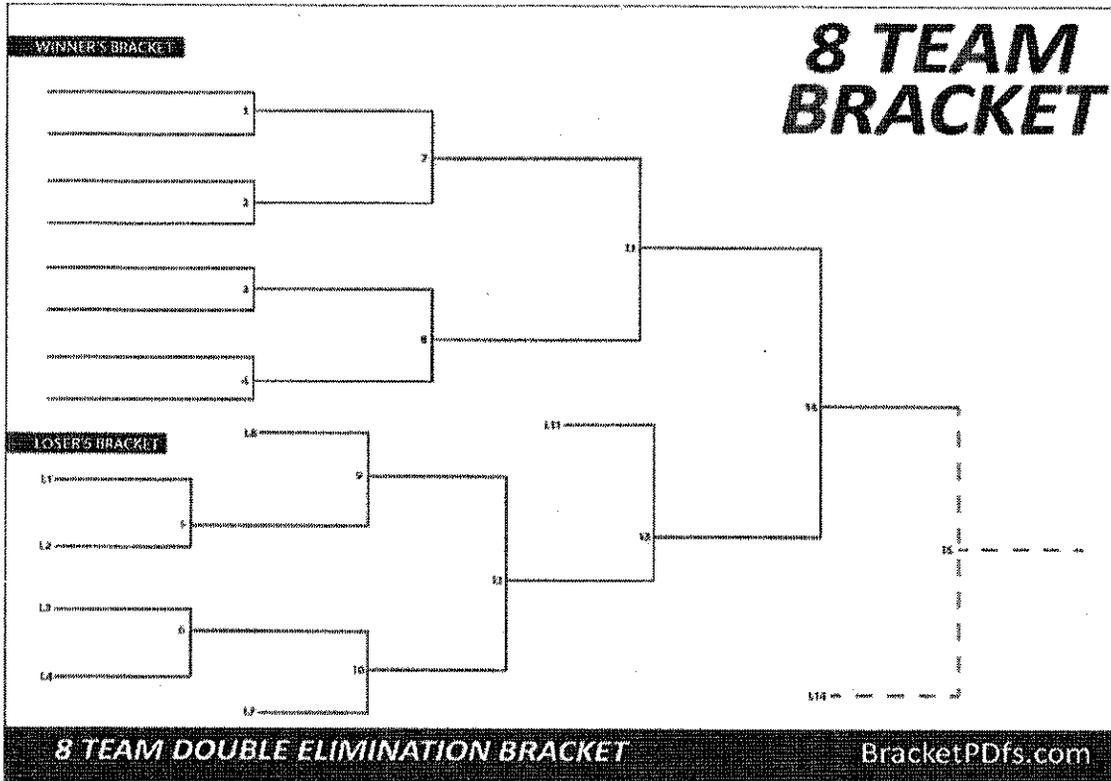
We would like to host at Bark River as many of us are Arrowhead alum, and have a lot of well-known friends who are looking for a friendly, competitive, and well ran tournament in the area.

We would make sure your facility is well taken care of, and of course cleaned up after our event.

On page 2 you will find an example of a 8 team double elimination with rough game times.

If you have any other questions for myself or our organization please do not hesitate to contact me.

Thank You,  
Branden Frank  
(414) 520-2568



- Game 1: 8:30-9:20 AM
- Game 2: 9:25AM-10:15AM
- Game 3: 10:20AM-11:10 AM
- Game 4: 11:15AM-12:05PM
- Game 5: 12:10PM-1:00PM
- Game 6: 1:05PM-1:55PM
- Game 7: 2:00PM-2:50PM
- Game 8: 2:55PM-3:45PM
- Game 9: 3:50PM-4:40PM
- Game 10: 4:45PM-5:35PM
- Game 11: 5:40PM-6:30PM
- Game 12: 6:35PM-7:25PM
- Game 13: 7:30PM-8:20PM
- Game 14: 8:30 PM
- Game 15 (if needed):



# 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) Ragnar Events, LLC  
 Renter or Responsible Party Shane Asbury  
 Home/Cell Phone 512-400-8485 Email shane@runragnar.com  
 Address 5570 W 1730 S Suite 1000 Salt Lake City UT City/Zip 84104  
 If above person cannot be reached: Julia Bullard Phone 801-644-8738

## Rental Information

Event Date Friday May 12- Saturday May 16 2023 Event Type running relay race  
 Arrival Time (include set-up time) 9:30 pm Friday May 12th Departure Time (include clean-up time) 7 am Saturday May 13th  
 Attendance 1500 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)
- Nixon Warming Shed (flat fee \$75)
- Penbrook (may not use if athletic field reserved)
- Centennial Shelter
- Other Structures to be placed in park (bounce house, dunk tank, climbing wall, etc.) Deposit Required
- 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)

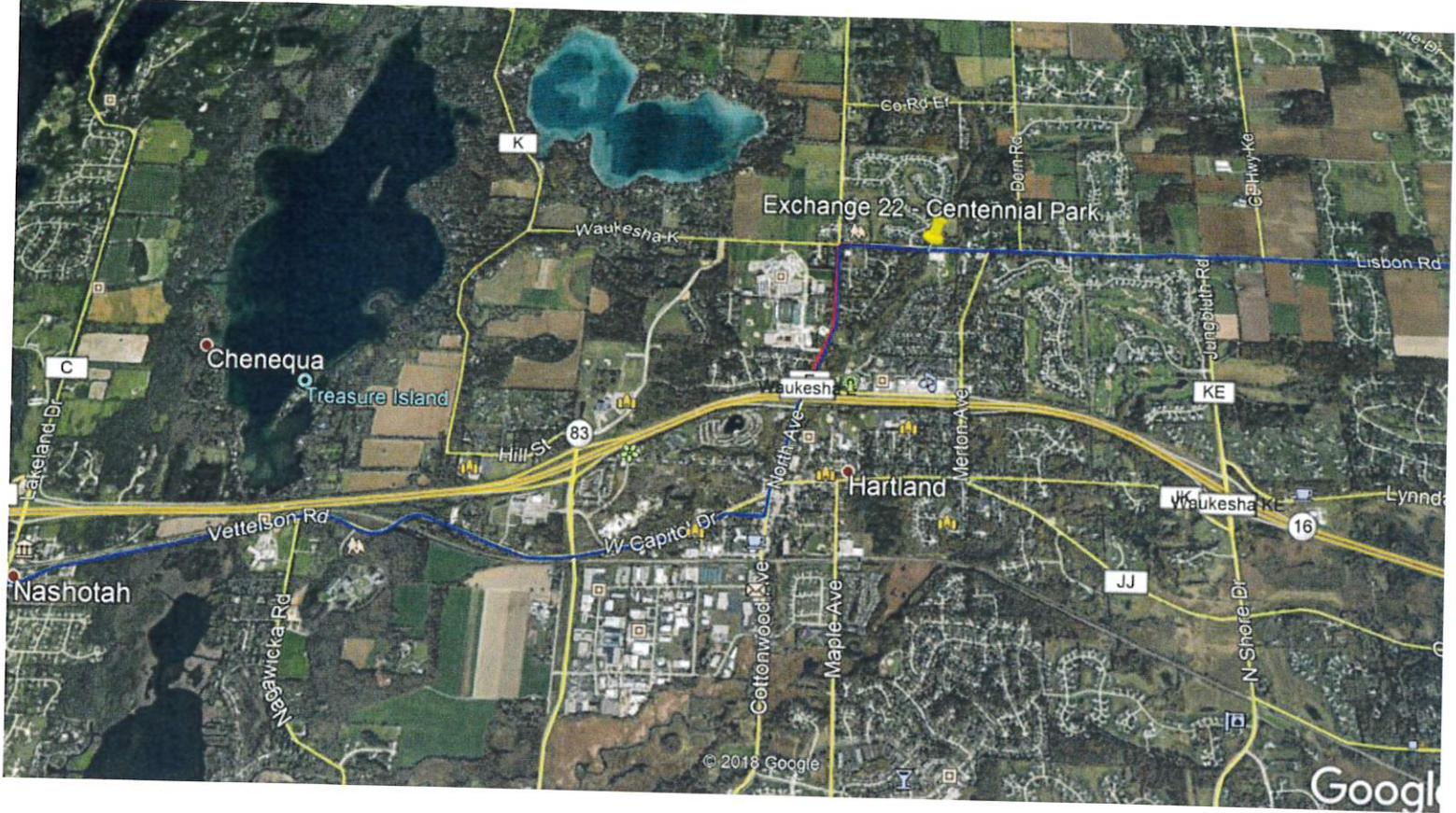
- 1 - 100 No deposit required
- 101 - 200 \$200
- 201 - 300 \$300
- 300 + \$400

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

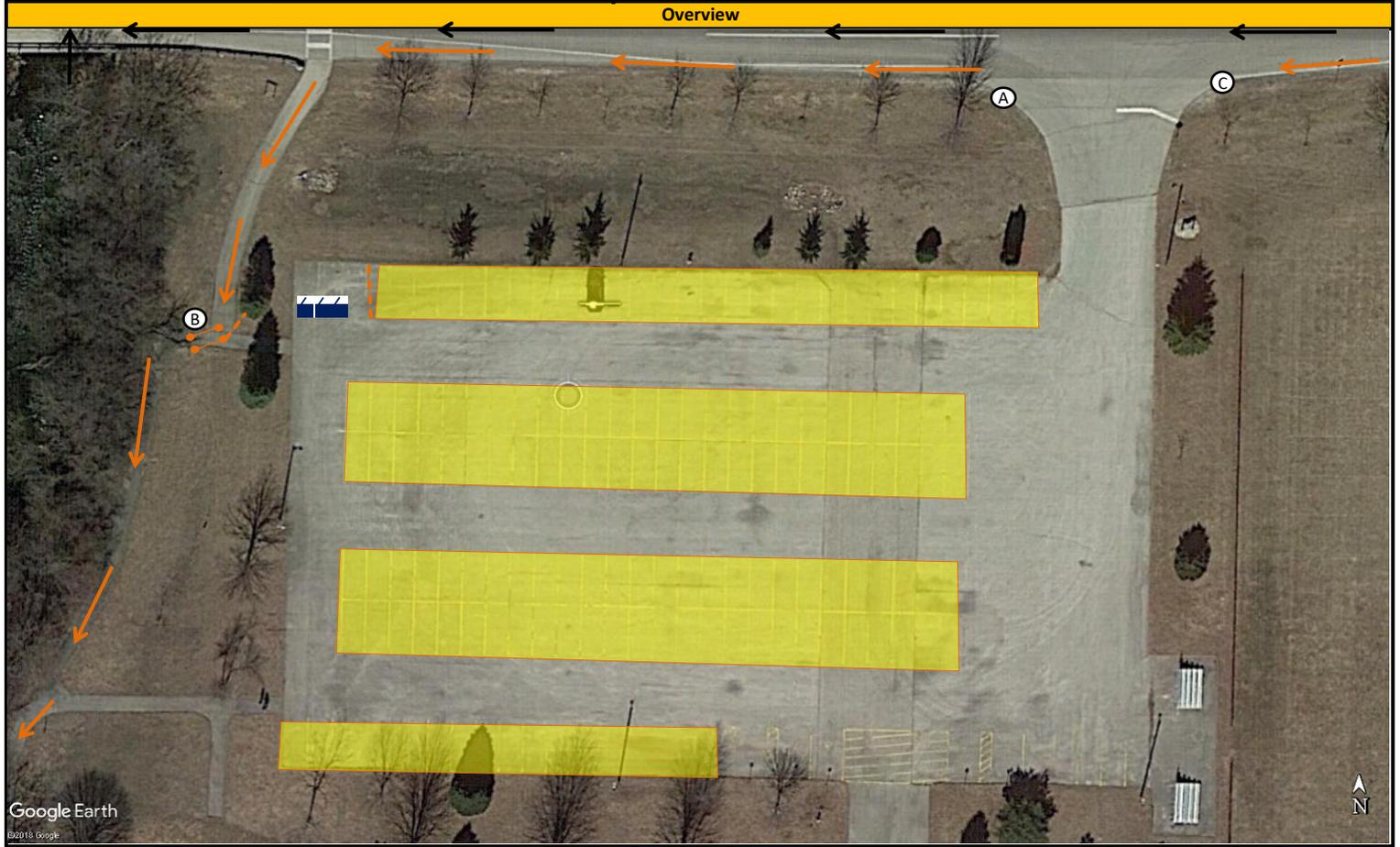
Shane A. Asbury 12/09/2022  
 Renter's Signature Date  
Shane A. Asbury  
 Renter's Name (please print)

Rental Fee	\$175.00
Tax (5% on Rental Fee)	8.75
Deposit (if required)	400.00
Structures deposit (\$100)	
<b>Total Due</b>	<b>583.75</b>

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



Exchange 22	Park	<b>Location:</b> Centennial Park N55 W29505 County Hwy K, Hartland, WI 53029 (GPS: 43.119387, -88.335446)	<b>Venue Contact:</b>	<b>Night Time Hours</b> 7:00 PM- 6:00 AM	
Max Parking Space	104	<b>Volunteer Shift Time</b>	<b>Key:</b>	 Chute  Cones & Tape  Van's Path  Runner's Path	
Peak Parking Needs		Shift	Start	End	 Toilets  Parking  Volunteer
Peak Time		Shift 1			



**Overview Notes**

<b>CHUTE PLACEMENT</b>	
<b>PARKING INSTRUCTIONS</b>	
<b>TRAFFIC CONCERNS</b>	
<b>VAN/RUNNER FLOW</b>	
<b>PORT-A-POTTIE PLACEMENT</b>	
<b>PRIVATE PROPERTY CONCERNS</b>	
<b>OTHER DETAIL NOTES</b>	

**Volunteer Duties**

<b>A</b>	Manage parking flow, when slow, manage toilets & clean up exchange	1
<b>B</b>	Manage Chute, cross team off team list, Make sure runners do not leave chute without nighttime gear during the appropriate hours.	1
<b>C</b>	Radioing incoming runner to volunteer at chute, assist in stopping outgoing runners until traffic is clear. Runner safety takes priority over calling team numbers	1
		<b>3</b>

# **RAGNAR RELAY GREAT MIDWEST 2023**

## 1.1 Event Description:

The Ragnar Relay Great Midwest is a 200-mile running relay, consisting of 36 relay legs, stretching from Waukegan to Madison taking place on May 12-13, 2023. Teams consist of 12 runners. During the relay, each team member runs three legs. Relay legs typically range between 3-8 miles and vary in difficulty.

Each team is responsible for providing two support vehicles, with six runners in each vehicle. The first vehicle will drop off the first runner at the start, and then proceed to the first exchange point. At the first exchange, the vehicle will drop off the second runner and pick up the first runner when that runner's leg is complete. Teams will repeat this pattern for six legs until they hand off to their second vehicle. This leapfrogging pattern will continue all the way to the finish line.

The event is sponsored and managed by Ragnar Events, LLC. Ragnar Events presented its first event, the Ragnar Relay Wasatch Back, in Utah USA in 2004. The Ragnar Relay Series, now consisting of 27 events, is the largest series of overnight relays in the world. For more information, see [www.runragnar.com](http://www.runragnar.com).

These overnight relays benefit both participants and the communities where they are presented. Participants have been unflinchingly enthusiastic about their experiences. There are always a wide variety of human interest stories associated with these events. These range from the experienced runner finding special meaning through participation in a running event as a member of a team; to the first-time runner who participates at the urging of a friend and discovers previously unknown abilities and a love for running; to families, businesses, old friends and other groups who enhance their relationships as they individually and collectively test their limits; to teams who simply run for a cause, whether in honor of a deceased friend or relative, or to raise money for local charities or another charity of special importance to the team. Communities directly benefit economically from money spent by participants for food, lodging and other services.

## 1.2 Ragnar Events Contact Information

Ragnar Event's website: [www.runragnar.com](http://www.runragnar.com)

The organization is located at:  
5570 W 1730 S, Suite 1000 Salt Lake City, UT 84104

Race Director:  
Shane A. Asbury  
5570 W 1730 S, Suite 1000 Salt Lake City, UT 84104  
512-400-8485  
[sasbury@runragnar.com](mailto:sasbury@runragnar.com)

Volunteer Coordinator:

**Lezhai Gulbransen**

Volunteer and Community Engagement Guru



5570 W 1730 S., Suite 1000

Salt Lake City, UT 84104

208.403.1705

[lgulbransen@runragnar.com](mailto:lgulbransen@runragnar.com)

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

### 1.3 Exchange points

Teams congregate at exchanges to wait for and send off runners. Exchanges are at locations where there is adequate parking to minimize impact on through traffic. Those locations include churches, schools, parks, and small businesses. Ragnar Events is in the process of obtaining permission from the various locations for the use of exchanges. Each exchange point will consist of portable toilets, an exchange chute which consist of 4 delineator cones and caution tape, and will be staffed by our volunteers. See picture below.

Image of exchange chute:



### 1.4 Proposed Runner Route Details:

The Ragnar Relay will start in Waukegan on May 12, 2023. Start times will be staggered, beginning at 5:00 AM and will continue every hour on the hour until 2:00PM. The objective for the staggered start time is to spread the participants out so that the impact on local traffic will be minimal and to avoid large groups of runners clustering together.

Runners are required to obey all traffic laws and we instruct them to use the sidewalk when available. It is mandatory for participants to wear reflective vests with a tail light/ butt light and holding a flashlight or headlamp if their legs start after 8:00 PM and begin before 7:00 AM.

### 1.5 Safety and Emergencies

Runner safety is of foremost concern. All teams are provided a Race Bible that includes a detailed course description and event rules. All runners sign waivers where they acknowledge that the course includes areas where there may be traffic congestion and that they must obey race rules, which require observance of all applicable traffic rules and regulations.

Each team must have at least two reflective vests and two flashlights. These must be presented at the time that the team checks in. Runners starting their legs after 8:00 pm and before 7:00 am must be wearing a reflective vest as well as a back LED light, and holding a flashlight or headlamp. Additionally, any team-member spectator must wear a reflective vest during these hours when outside their vehicle on public roads.

Runners are also told to contact 6661-Ragnar1 for any concerns or problems out on the course. This is a phone number that sends them to our Race Command. During the race, a Ragnar Staff member is operating Race Command. They will dispatch staff members to handle all issues such as lost runners or missing directional signs, and answer general question about the course. In case of emergency all runners and staff will call 911, then contact our Race Command number (Ragnar1661) to let race staff know of the emergency.

We will have 8-12 Ragnar staff on the course at all times monitoring the race. Each person is trained on Ragnar Safety and emergency procedures. They are also trained on the access points of the trail system and have maps of the entire course.

#### 1.6 Volunteers

It is mandatory for participation in the event that each team provides (3) volunteers. These volunteers are sent a race packet prior to the race with instructions about their shift, gear, training, rules, etc. All volunteer locations and shifts are pre-determined to the event. Volunteers working at an exchange point are in charge of trash and clean up. Ragnar also contracts with local groups and charities to provide volunteers in exchange for donations. Referrals always welcome!

#### 1.7 Officer services

Police Officers are stationed throughout the course in specific locations according to the safety demand and traffic flow through their jurisdiction.

#### 1.8 Traffic Impact

We anticipate 300 teams to register for this year's event. That means no more than 300 runners will be on the racecourse at any given time. Teams will be provided with staggered start times, one hour apart from 5:00AM to 2:00PM. Because start times are spread over a nine-hour period and only 300 runners are on the course at any given time, there will never be a large group of runners at any one location. Typically, the complete group of 300 individual runners will be spread out over 20 miles so groups of 8-10 runners at a time are the most concentrated our race becomes.

## 1.9 Road/Lane Closures:

No street closures will be necessary for runners. All runners are instructed to stay on the sidewalks/trails and follow all traffic signals and directions at all times.

## 1.10 Inclement Weather Plan

The race will occur rain or shine. However, under certain severe weather conditions where significant modification to the race course may be necessary, we will cancel the event. Conditions that may result in a race being canceled or delayed include but are not limited to the following: severe electrical storm, snowfall, tornadoes, earthquakes, hurricanes, flooding, fog, etc.

### Lightning

If there is lightning at the start of the race, we will delay starts until the lightning clears. If runners see lightning on the course after the race has started, runners are to get off the road and into the support vehicle. If lightning clears within 1 hour runner will go back on the road where they left and make a note of the time. If lightning persists longer than an hour, runners will move ahead to the next exchange and be informed of Ragnar decision on whether or not the race will continue.

### Flooding

If a runner encounters flooded areas that cannot be ran through, runner are to get into the support vehicle, drive the runner ahead where the road is no longer flooded to continue running his or her leg.

## 1.11 Signage Plan

Along the course there will be course directional signs that communicate to the runners which direction to go, on what side of the road to run, which exchange they are at, etc. An example of such a sign can be seen in the picture below. The signs are 42" High, 18" Wide, .25" thick and are made of corrugated plastic. Each sign will be secured to a delineator post barricade.



### DIRECTIONAL SIGNS



MYOMED  
RAGNAR  
RELAY SERVICE

EXCHANGE  
**1**

FLASH

MYOMED  
RAGNAR  
RELAY SERVICE



**LEFT**

FLASH

MYOMED  
RAGNAR  
RELAY SERVICE



**RIGHT**

FLASH

MYOMED  
RAGNAR  
RELAY SERVICE



**CROSS  
THEN  
LEFT**

FLASH

MYOMED  
RAGNAR  
RELAY SERVICE



**CROSS  
THEN  
RIGHT**

FLASH

MYOMED  
RAGNAR  
RELAY SERVICE



**LEFT OF  
OBJECT**

FLASH

MYOMED  
RAGNAR  
RELAY SERVICE



**RUN  
WITH  
TRAFFIC**

FLASH

MYOMED  
RAGNAR  
RELAY SERVICE



**RIGHT OF  
OBJECT**

FLASH

MYOMED  
RAGNAR  
RELAY SERVICE

**ONE  
MILE  
TO GO**

FLASH

MYOMED  
RAGNAR  
RELAY SERVICE



**STRAIGHT**

FLASH

MYOMED  
RAGNAR  
RELAY SERVICE

**RESPECT  
RESIDENTS**

*Shhh!*

Don't Block  
Driveways

Don't Litter

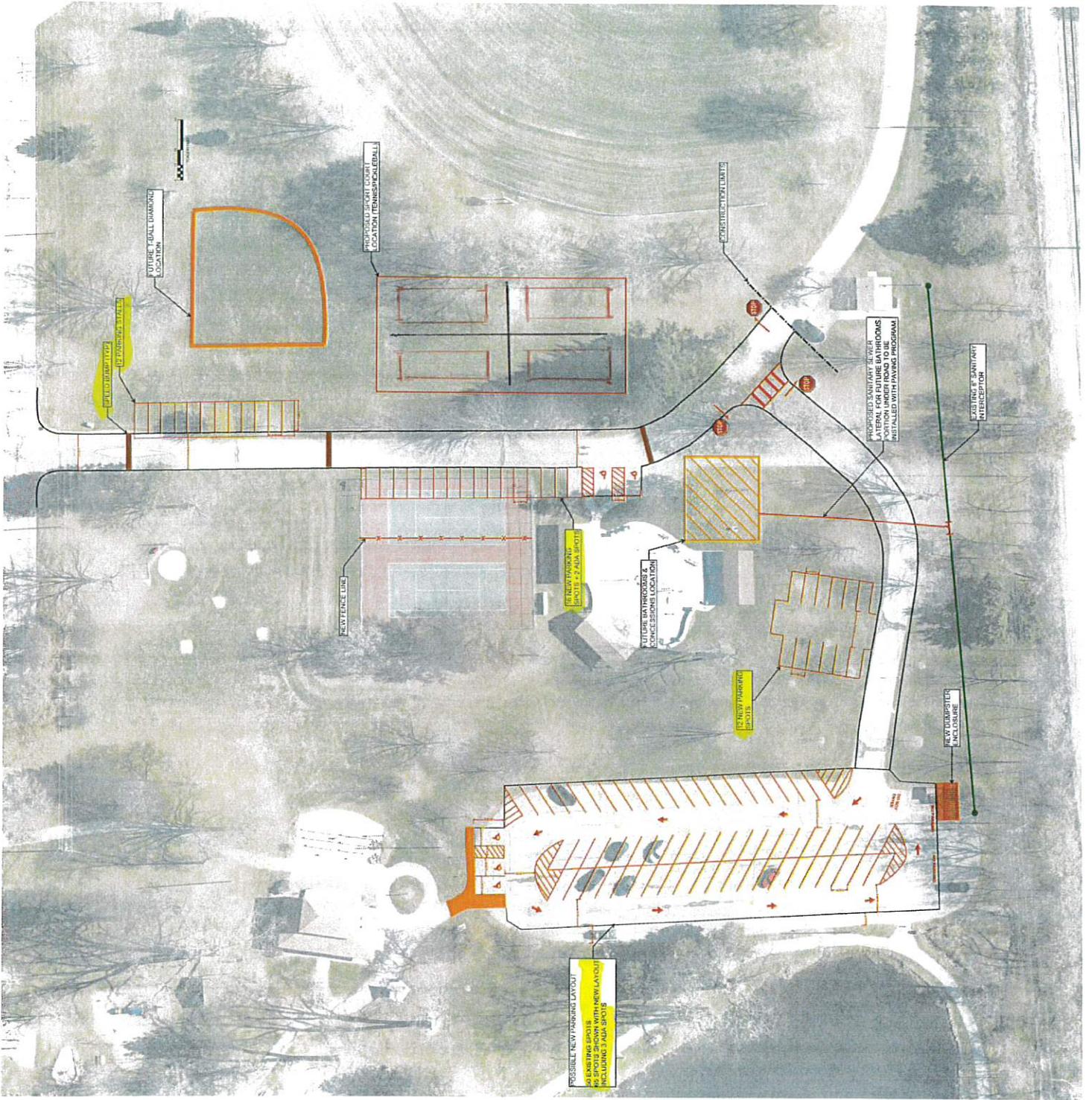
FLASH

MYOMED  
RAGNAR  
RELAY SERVICE



**RUN  
AGAINST  
TRAFFIC**

FLASH



FUTURE TENNIS COURTS

FUTURE TENNIS COURT LOCATION (TENNIS/COURT/LEBALL)

NEW FENCE LINE

NEW PARKING SPOTS & 2 ADA SPOTS

EXISTING PARKING SPOTS

NEW WATERSHED & CONNECTIONS LOCATION

NEW WATERSHED

NEW DUMPSTER ENCLOSURE

EXISTING 8" SANITARY INTERCEPTOR

PROPOSED SANITARY COLLECTOR LATERAL FOR FUTURE BATHROOMS

CONCRETE PAVEMENT

SCALE

POSSIBLE NEW PARKING LAYOUT INCLUDING SPOTS WITH ADA SPOTS INCLUDING 3 ADA SPOTS



