

PARK AND RECREATION BOARD AGENDA
MONDAY JUNE 5, 2023
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 May 1, 2023, meeting.

Recreation –

2. Discussion and possible consideration for a special event for Splash Pad 10-year Anniversary on July 14, 2023, Hartland-Lake Country Rotary Club.
3. Discussion and possible consideration for a special event Kids' Talent Show in Nixon Park, August 5, 2023.
4. Update on Hometown Celebration.

Public Works –

5. Discussion on CIP projects.

Other items for consideration

6. Discussion and possible consideration for July Park Board meeting.
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 Bush y
Deputy Clerk

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

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

PARK AND RECREATION BOARD MINUTES
MONDAY, MAY 1, 2023
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

Present: Tim Hallquist, Shaunta' de Boer, Rick Conner, Kathy Van Thiel, Randy Ferrell and Nick Miller.
Excused: Craig Eisenhut
Others: Andy Christiansen, Sara Rennekamp, Tom Jenson & Brittany Paa.

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. Consideration of a motion to appoint a Park and Recreation Board Chairman for the upcoming year – duties involve running Park and Recreation Board meetings and being a member of the Jt. Architectural Board/Plan Commission -

Motion (Conner/Van Thiel) to nominate Tim Hallquist as Park and Recreation Board Chairman for the upcoming year. Carried (6-0).

2. Discussion and possible consideration to approve the March 6, 2023, Park and Recreation meeting minutes –

Motion (Conner/de Boer) to approve the Park and Recreation minutes of March 6, 2023. Carried (6-0).

Recreation –

3. Discussion and possible consideration for a Special Event for Hartland Public Library June 10, 2023, Nixon Park-

Library Director Andy Christiansen was present to explain the Special Event. It will be held on June 10th at Nixon Park, and they will be having an inflatable obstacle course and yard games. He said the Lake Country Beer Garden will open early that day at 11. The event will run from 11-1pm and there will also be sign up for the summer reading program.

Motion (Miller/Farrell) to approve the Special Event for Hartland Library June 10, 2023. Carried (6-0).

4. Discussion and possible consideration of a Special Event at Nixon Park, Tundraland's Summer Kickoff Party, June 24, 2023.

Brittney Paa was present for Tundraland and explained they would like to hold a free event for the community at Nixon Park to show what Tundraland does. They would like to have 2 food trucks that would be paid for by Tundraland and would like to have up to 100 people, a jump house and face painting for kids. She said there will be no sales at the event, it's just a chance to get to know the community. The time they are looking to hold it is from 11 am – 2pm. Rennekamp said all the fees have been paid.

Motion (Conner/Van Thiel) to approve the Special Event at Nixon Park for Tundraland's Summer Kickoff party on June 24, 2023. Carried (6-0).

5. Discussion and possible consideration for National Night Out, Aug. 3, 2023, Nixon Park.

Rennekamp explained this is a Village event and said there will be vendors as well as the Police Department, Fire Department, and Public Works vehicles. She said Flight for Life will be landing on the baseball field. She said the difference this year is the adding of vendors to the event. She said there will be a limited number of vendors, but that number hasn't been determined yet. Miller commented that we have not done this in the past not being on the actual National Night Out date.

Motion (Conner/de Boer) to approve National Night Out on Aug. 3, 2023, at Nixon Park. Carried (6-0).

Public Works Items-

6. Discussion and consideration of Park Ordinance-

Felkner said everyone was given a copy and the one on top is the original and the second one has the changes the Park Board discussed, and the police chief added in, and the village attorney redlined it. The first change is 70-3 regarding the closing hours.

He said there are some changes regarding Nixon Park hours on the lighted pathway and through the Attorney it says that it may be posted from time to time the hours may be different than other village parks. The Police Department said there has to be a fine or penalty laid out regarding ticketing. Attorney added a section regarding that. The paths would be excluded in Nixon from the penalty.

Hallquist said this would need to be posted in the park. Regarding 70-4, there was a minor change in the verbiage, Felkner said the word superintendent was changed to Director of Public Works and the Attorney added his/her designee.

In 70-5, Felkner said the Beer Garden was never added to be ok to sell/serve beer, so the Attorney added wording regarding malt beverages.

Hallquist asked if there is a closing time. Felkner said the path that is lit, is open 24/7 and the closing time for the park is 11 pm, so he will look into that. Miller asked about 70-5 in the park ordinance and how it affects HAAA.

Motion (Farrell/Miller) to approve the changes to the Park Ordinance with the update regarding 70-3, Carried (6-0).

7. Update on Centennial Park Playground equipment-

The playground equipment is up, and the sidewalk is done. Started stoning and backfilling. Hoping to woodchip this week or next.

8. Update on Nixon Construction timeline-

1. Fence work being done for tennis courts and sealing of cracks plus pressure washing.
2. Sewer laterals were installed for future kitchen.
3. WE Energies installed a power pedestal.
4. Dumpster surround is currently being work on.
5. New playground equipment is scheduled for the first week of September.
6. Park will be closed for the season starting Labor Day.

Felkner said Nixon Park will officially be closed the day after Labor Day. Ferrell asked about rocks being placed to detour parking by the pickleball to stop parking on the grass. Felkner said there will be fifteen spots below and an additional twelve new spots south of splash pad. Felkner said there will be multiple complaints about the path being closed down. Hallquist asked about new t-ball field and Felkner said that is not happening this year.

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.**

Rennekamp - Registration for summer programming is open and pickleball filled up fast. With the construction schedule it is limited knowing how much pickleball can be played. For beginner pickleball there will be 6 participants per instructor. It will look different next year. June 3rd will be the Hartland fishing clinic with largemouth bass and blue gills. Yoga in the park and Zumba will be in the park from June through August. Looking for Volunteers for Hometown Celebration.

Felkner – Baseball is an issue, there are 21 conflicts in the schedule. There is a meeting this Wednesday between LCYBS, Virtue and staff.

10. Adjourn-

Motion (Conner/de Boer) to adjourn. Carried (6-0).
Meeting adjourned at 7:50 pm.

Respectfully submitted By Recording Secretary,
Deidre Bushey - Deputy Clerk



Village of Hartland

Administration

210 Cottonwood Ave, Hartland, WI 53029

www.villageofhartland.com

Committee: Village Board	Date: May 30, 2023
Village Board Item Number:	Date: June 5, 2023
Submitted By: Sara Rennekamp, Recreation Director	Presenter: Matt Winters
Subject: Consideration of a motion to approval of the special event in Nixon Park, Splash Pad 10 Year Anniversary, by Hartland Lake Country Rotary Club, on July 14, 2023.	
Details: Included in the Park Board packet is the special event packet.	
Executive Recommendation: Staff recommends approval of this event.	
Financial Remarks: None at this time.	
Options & Alternatives: None at this time.	

Village Of Hartland:

On behalf of the Hartland-Lake Country Rotary Club, I am requesting to reserve one or both North shelters (if I can only get one, would prefer the easterly one) for our club to have our annual Splash Pad celebration. After building the splash pad and donating it to the Village, we have annually tried to hold our weekly lunch meeting for our club members there on a Friday in summer. We also invite the original donors and partners, the entire community to come out for a free hot dog lunch, we play some music, give away some free stuff to kids, and collect food items and money for the Hartland Food Pantry. Typically the Hartland Rec kids come over from Hartland North and we feed all those kids! We invite local day cares, etc. This year is the 10 year anniversary of the completion of the pad so we're trying to again host this event and have a "Birthday Party" for the splash pad.

In the past, the Village has waived rental fees for this event and we would request the same this year. We are a 501(c)4 organization.

Please call me with any questions and I will appear (or send a representative of the club) on June 5 and June 12 to your meetings.

Thank you.
Mike

MICHAEL D. KAISER

KAISER HOLAHAN, LLC
515 W North Shore Dr., STE 100
Hartland, WI 53029
262-367-2181
262-367-2180 (fax)
mkaiser@kaiserholahan.com
www.kaiserholahan.com



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

SPECIAL EVENT PERMIT APPLICATION

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

FEES ARE NON-REFUNDABLE

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

ORGANIZATION INFORMATION			
Name of Organization Hartland Lake Country Rotary			
Street Address c/o Michael D. Kaiser 515 W. North Shore Dr.	City Hartland	State WI	Zip 53029
Phone Number 2623672181	Are you a 501(c)3 Organization? NO 501(c)4		Yes <input type="checkbox"/> X No <input type="checkbox"/>
Event Contact Person (First & Last Name) Michael D. Kaiser			
Address 515 W. North Shore Dr Ste 100	City Hartland	State WI	Zip 53029
Email mkaiser@kaiserholahan.com	Phone Number 262-367-2181	Day of Event Phone Number 414-852-0755	
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 Splash Pad 10 year Anniversary!	Date(s) of Event July 14, 2023
Event Start Time Noon (10:30 set up)	Event End Time 2pm
Location of the Event* Splash Pad North Shelters and grass between	
Will your event take place in a Village of Hartland Park? Yes--Nixon Park	X Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>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.</i>	
<i>*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.</i>	

OTHER INFORMATION

Generally describe your event and its purpose

Annual Rotary Lunch and celebration at the Splash Pad. We've done this almost every year since we helped build the splash pad to celebrate. We offer free hot dog lunch to all, music, some doorprizes for kids, and collect food at the event for the local food pantry. We play some music and enjoy!

Estimated Number of Participants
100

Spectators

Vendors
NONE

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

Yes No

Will you be selling/serving food?

Serving--no cost

Yes No

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

Yes No

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

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

Yes No

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

Yes No

Does the event involve amplified music?

Yes No

If yes, will the amplified music be a:

Band DJ

Hours of amplified music:

11am -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

Hours of street closure:

Diagram for Street Closure Provided?

Yes No

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

Yes No

How many barricades needed for your event?

"Road Closed" signs requested?

Yes No

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

Yes No

Will you be providing portable restrooms and wash stations?

Yes No

OTHER INFORMATION CONTINUED

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

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

If yes, where will parking be available?

Nixon Park Parking Lot

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

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

We will clean up and take large items with us, rest will be cleaned up in park waste bins

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

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

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

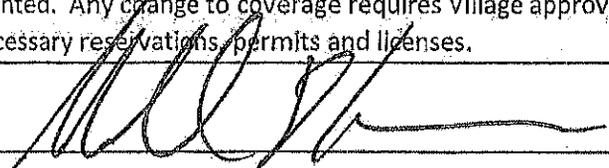
DEPOSIT REQUIREMENTS

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

5/26/23

 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.				
Clerk	5/30/23		DJag	
Fire				
Police	05/30/23		Chief Misho	
Public Works				
Rec	5/30/23		Skwep	

Fees

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

All requirements for this special event have been met.
Village Administrator approval _____ **Date** _____



Village of Hartland Park Facility Reservation Application

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

Permit #

Contact Information

Organization Name (if applicable) Hartland-Lake Country Rotary
 Renter or Responsible Party Michael D. Kaiser
 Home/Cell Phone 262-367-2181 Email mkaiser@kaiserholahan.com
 Address 515 W. North Shore Dr. City/Zip Hartland
 If above person cannot be reached: Matt Judson, Rotary President Phone 2629230441

Rental Information

Event Date July 14, 2023 Event Type Picnic
 Arrival Time (include set-up time) 10:30a Departure Time (include clean-up time) 2pm
 Attendance 100 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)

Grassy area between two North Shelters

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

Michael D. Kaiser
 Renter's Signature
 Renter's Name (please print)

5/26/23
 Date

Rental Fee (based on number of attendees)

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

Refundable Deposit (based on number of attendees)

<input checked="" type="radio"/> 1 - 100	No deposit required
<input type="radio"/> 101 - 200	\$200
<input type="radio"/> 201 - 300	\$300
<input type="radio"/> 300 +	\$400

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
Administration**

210 Cottonwood Ave, Hartland, WI 53029
www.villageofhartland.com

Committee: Village Board	Date: May 31, 2023
Village Board Item Number:	Date: June 5, 2023
Submitted By: Sara Rennekamp, Recreation Director	Presenter: Andrew Kristensen
Subject: Consideration of a motion to approval of the special event in Nixon Park, Kids Talent Show, August 5, 2023.	
Details: Included in the Park Board packet is the special event packet.	
Executive Recommendation: Staff recommends approval of this event.	
Financial Remarks: None at this time.	
Options & Alternatives: None at this time.	

Kids Talent Show

Saturday, August 5, 1-4:30 pm
Nixon Park Fine Arts Center

The Hartland Recreation Department is excited to bring back the Kids' Talent Show to the Fine Arts Center in Nixon Park. Participants, ages 8-14, may enroll for a spot in the show beginning on June 21 and will need to submit a video of their performance for review/approval on or before July 21. Talent categories include dance, drama, instrument, skill, and vocals. The show can feature up to 25 acts, with room for five acts per category. Groups and/or individuals are limited to one enrollment. The enrollment fee is \$25. The show will be judged by local (southeastern Wisconsin) celebrities and feature a local DJ.

TIMELINE:

12 pm Set Up for Participants, DJ, Judges
1 pm Showcase Begins
4 pm Showcase Ends
4:15 pm Awards
4:30 pm Clean Up



**AT NIXON PARK'S FINE ARTS CENTER
REGISTRATION OPENS JUNE 21**



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

SPECIAL EVENT PERMIT APPLICATION

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

FEES ARE NON-REFUNDABLE

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

ORGANIZATION INFORMATION			
Name of Organization Village of Hartland			
Street Address 210 Cottonwood Ave	City Hartland	State WI	Zip 53029
Phone Number 262-367-0352	Are you a 501(c)3 Organization?		<input checked="" type="radio"/> Yes <input type="radio"/> No
Event Contact Person (First & Last Name) Sara Rennekamp			
Address 210 Cottonwood Avenue	City Hartland	State WI	Zip 53029
Email sara@villageofhartland.wi.gov	Phone Number 262-367-0352	Day of Event Phone Number 262-367-0352	
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 Kids Talent Show	Date(s) of Event Saturday, August 5
Event Start Time 12pm	Event End Time 4:30pm
Location of the Event* Nixon Park Fine Arts Center	
Will your event take place in a Village of Hartland Park?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<p>You MUST attach a detailed map/diagram of your event indicating the specific location and layout for event including vendors, generators, parking, proposed road closures, structures and portable toilets.</p> <p>*If you are using a Village Park, you must complete the Park Facility Reservation Application and reserve the park facility prior to getting your special event permit approved by the Village Board.</p>	

OTHER INFORMATION

Generally describe your event and its purpose *The event showcases and celebrates local kids and their skills and talents.*

Estimated Number of Participants <i>25</i>	Spectators <i>100</i>	Vendors <i>0</i>
---	--------------------------	---------------------

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

Will you be selling/serving food? Yes No

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

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

Will you be selling merchandise? *If yes, you will need to obtain a Solicitor's Permit under separate application.* Yes No

Does the event involve fireworks? *If yes, you will need to obtain a Fireworks Permit under separate application.* Yes No

Does the event involve amplified music? Yes No

If yes, will the amplified music be a:

Band DJ

Hours of amplified music: *1-4:30 pm*

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

Is street closure requested? Yes No

Hours of street closure:

Diagram for Street Closure Provided? Yes No

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

How many barricades needed for your event?

"Road Closed" signs requested? Yes No

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

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

OTHER INFORMATION CONTINUED

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

No additional bathrooms needed

Will you provide parking for participants?

Yes

No

If yes, where will parking be available?

Nixon Park parking lot / street parking

Will you provide a dumpster/clean-up services?

Yes

No

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

Will the event require additional security?

Yes

No

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

Yes

No

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

Yes

No

INSURANCE REQUIREMENTS

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

Are you able to provide these insurance documents?

Yes

No

DEPOSIT REQUIREMENTS

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

TERMINATION OF AN EVENT

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

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

[Signature]
Signature of Applicant

05-31-23
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				
Fire				
Police				
Public Works				
Rec				

Fees

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

All requirements for this special event have been met.

Village Administrator approval

Date

VILLAGE OF HARTLAND 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) sarak@villageofhartland.wi.gov

Address: 210 Cottonwood Avenue Hartland, WI 53029
Street/Mailing Zip Code

If Above Person Cannot Be Reached: Andy Kristensen
 Telephone Number:(Home) _____ (Work) 262-367-3350 (EMAIL) akristensen@hartland.wi.us

Address: 110 E Park Ave Hartland, WI 53029
Street/Mailing Zip Code

Name of Group, Performer: Hartland Recreation Department's Kids Talent Show

Description of Entertainment: instrument, vocal, skill, dance, drama

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	\$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	
<i>Note: Deposit to be paid by all users</i>		0-50	51-100	101-200	201-300
Refundable Deposit Amounts		\$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 _____

PLEASE BRING THIS PERMIT WITH YOU TO THE PARK

