



VILLAGE OF BARNEVELD

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MEMORIAL PARK RENTAL/RESERVATION POLICY

Memorial Park is open May 1st — September 30th

****Please note that the shelter is not heated or air conditioned.***

Park shelters are available for private group use on a rental basis by residents, civic groups, commercial groups and non-residents. The policies that follow are needed to ensure the proper use and control of the shelter(s)/facilities so that all people may equally enjoy them. You are responsible for reviewing all the information provided.

RESERVATION PROCEDURES

Reservations will occur on a first come, first serve basis and can be made the first working day in January for the calendar year.

Reservation inquiries may be made by contacting the Village office 608-924-6861 or by e-mail at brianna@barneveldwi.gov. Reservation forms may be found on the village website, reserving directly through HeyReserve online booking, or in person at the Village Office. An official reservation form accompanied by the full rental fee plus deposit must be submitted to schedule a reservation. Office hours are Mon-Thurs 7:30 a.m.-4:00p.m. Fri 7:30a.m.-11:30a.m. The office may be closed between 12p.m. and 1p.m. for the lunch hour.

FEES	Shelter Rental	Refundable Deposit
Weekday (9am-3pm or 4pm-10pm)	\$150	\$100
Weekend (Full Day)	\$250	\$100

A deposit is required with the rental fee of the shelter/facilities. The person renting the shelter/facilities must be a minimum of 21 years of age. That person is responsible for any mess left or damage that was done during the use of the shelter/facilities.

If there is clean-up to do or damage which needs to be repaired, you will forfeit your deposit and possibly be billed for costs that exceed the amount of the deposit.

Clean-up.....\$50 per hour

Damage (labor for village staff).....\$50 per hour

If any clean-up or repair require work to be done by a third party, a copy of the bill will be sent as billed

The Village of Barneveld is not responsible for lost or damaged personal items. The Village of Barneveld is not responsible for injuries unless, caused by negligence of the Village.

If any Village property is damaged please contact Mike Weier at the Village Public Works Department 608-574-4593. Resolutions of any damages/cleanup will be handled on a case-by-case basis.

AMENITIES

The 3 season space allows renters to choose to have an indoor/outdoor gathering. Your rental includes exclusive use of indoor bathrooms and a kitchenette. Tables and chairs are provided in the 3 season space. The kitchenette

will have a refrigerator and electrical outlets/hookups for Crockpots and Nesco's, however the renter is responsible for providing all necessary serving equipment/utensils etc. The park also offers a multi-sport court, playground and splash pad, however the Renter does not have exclusive use. If the renter would like to reserve the multi-sport court, they may do so at a rate of \$10/hour to ensure availability (please see Memorial Park Multi-Sport Court Reservation Form). The splash pad is available to all park users. Please note that it is open Memorial Day to Labor Day 10:00 a.m. to 8:00 p.m.

RENTAL/RESERVATION REMINDER

A rental/reservation reminder will be sent to you the week of your rental/reservation date which will also include a one time access code to the shelter/kitchenette that is only usable on your rental date. The "contact person" listed on the official reservation form must coincide with that person's proper address, must be a minimum of 21 years of age, and is solely responsible for supervision of the rental/reservation. If discrepancies are discovered, the Village of Barneveld reserves the right to deny your request. Receipt holders will not assign, transfer, or sublet the use of the facilities.

GROUP SIZE

The maximum capacity for inside the shelter is 80 people, however you can utilize space around/outside the shelter. Please plan accordingly in regards to your group size and possible weather conditions. Youth groups shall be chaperoned at a ratio of one (1) adult for each ten (10) or fewer youth under the age of 18, and child care centers shall follow the Wisconsin DCF protocol for ratio per DCF-P-2436.

RENTAL/RESERVATION HOURS OF USE

The hours available for the rental/reservation of the shelter is: **9:00a.m.—10:00p.m**

The rental fee includes any time frame within the available rental hours daily. Please contact the Village office to inquire about availability or visit HeyReserve online booking to view calendar.

OUTDOOR TENTS/PERSONAL COOKING DEVICES

No outdoor tents are allowed. Personal cooking devices are not allowed in the parks. This includes, but is not limited to, deep fat fryers and personal grills. Roasters, Crockpots and/or Nesco's permitted. If you have any questions or would like permission to use personal grills, please call the Village Office—608-924-6861 and we will direct your call to the necessary party.

GENERAL RULES

- Pets must be on a leash at all times
- No pets allowed in kitchenette/splashpad area
- Driving/parking motorized vehicles on grass is prohibited
- Firearms are prohibited in the park
- Selling merchandise, including intoxicating beverages is prohibited without a permit
- Fireworks are prohibited at all times
- Excessive noise is prohibited (no amplified music without a permit)
- No fires are allowed in the park
- Moving park equipment is prohibited (applies to moving picnic tables from the shelter area to another area of the park)
- Please clean-up after yourselves and leave the shelter/park how you found it

- The park closes at 10:00 P.M. daily. All rental users must have the shelter/facilities cleaned up and exit the park by this time.
- No confetti or glitter permitted

SET UP

Decorations are allowed; however, should not cause damage to the facility or litter in the park. No glitter or confetti permitted. No mounting of any kind is permitted.

CANCELLATION/REFUND POLICY

If a shelter reservation is cancelled at least seven (7) days in advance, the refundable deposit plus a 50% refund of fee will be issued.

If a shelter reservation is cancelled with less than seven (7) days notice, the refundable deposit will be issued however the fee will be forfeited.

ALCOHOL

By law, private groups are not allowed to sell alcohol at any public facility and are not eligible to apply to the Village for a permit. Any activity operating with the intent of distributing alcoholic beverages free of charge must state their intent on the reservation form. Alcohol can only be displayed and served in the interior portion of the park shelters. **All beverages must be served in cans, plastic bottles, or plastic cups only. NO GLASS.**

PARK USERS

Please be aware that any public park remains open to the public during your rental/reservation. Other activities, sporting/rec events, and parking congestion may occur. If you have questions regarding other scheduled park activities, please inquire with the Village Office.

EMERGENCIES

If you have an emergency or questions regarding the Shelter please call Mike Weier—the Public Works Director—608-574-4593.

CONCLUSION OF THE RENTAL/RESERVATION

After your rental/reservation, your group is required to return the shelter/park area to the original condition including:

- Placing all waste material in the trash receptacles
- Removing any hangings, decorations, tablecloths, etc.
- Removing all items from and cleaning the kitchenette
- General cleaning of any spills or soiled area. DO NOT pour hot coffee on grass

Our Public Works Department will assess the final condition of the shelter and surrounding areas after your event, noting that public use may also have occurred. Any extreme issues may result in future rental/reservation restrictions and loss of security deposit/payment for clean-up and/or damage.

MEMORIAL PARK SHELTER RESERVATION APPLICATION

Applicant Information (responsible party) **must be 21 years or older*

Name_____

Address_____

City/State/Zip_____

Email_____Phone_____

Date(s) of Reservation [] M-F [] S-S_____Time of reservation_____

Purpose of Rental_____Estimated Attendance_____

What would you like your Reservation Sign to say_____

Fees	Shelter Rental	Refundable Deposit	Total fees
Weekdays (9am-3pm or 4pm-10pm)	\$150	\$100	\$250
Weekend (Full Day)	\$250	\$100	\$350

Cancellation Policy

If a shelter reservation is cancelled at least seven (7) days in advance, the refundable deposit plus a 50% refund of fee will be issued.

If a shelter reservation is called with less than seven (7) days notice, the refundable deposit will be issued however the fee will be forfeited.

Agreement and Waiver

A deposit is required with the rental fee of the shelter/facilities. The person renting the shelter/facilities is responsible for any mess left or damage that was done during the use of the shelter/facilities.

If there is clean-up to do or damage which needs to be repaired, you will forfeit your deposit and possibly be billed for costs that exceed the amount of the deposit.

Clean-up.....\$50 per hour

Damage (labor for village staff).....\$50 per hour

If any clean-up or repair require work to be done by a third party, a copy of the bill will be sent as billed

The Village of Barneveld is not responsible for lost or damaged personal items. I further agree not to hold the Village of Barneveld responsible for injuries unless, caused by negligence of the Village.

By signing this reservation, you hereby agree to abide by the rules as stated and to the conditions and agreements listed above.

Signature_____Date_____

FEES DUE AT TIME OF BOOKING AND MUST ACCOMPANY THIS FORM