

VILLAGE OF CAMBRIDGE - PARK RESERVATION INFORMATION

Three parks and a plaza are available for rental in the Village of Cambridge.
A permit approved by the Village Board is required for any special usage of a park or plaza.

Park Descriptions

PARK	LOCATION	AMENITIES	SIZE
Village Veterans Park	Downtown Cambridge – north of Main Street, between Park and Spring Streets	Electricity	Half acre
Westside Park	On Pleasant and Water Streets	Electricity; playground equipment; Koshkonog Creek	2 acres
Westside Park – Shelter House		Electricity; concession stand; public restrooms, handicapped accessible	2 acres
Greenvale #1	On Madison and Johnson Streets	No electricity	1 acre
Mill Plaza	Corner of Main Street and Water Street	No electricity	<1 acre
LBK Park	Corner of Kenseth Way and Vineyard Dr	No electricity	

Fees

Non-profit group, organization or fundraiser: one time annual \$25 Fee

Resident: \$25 per day Organization/Business: \$50 per day

Nonresident: \$50 per day Electricity (additional if required): \$25

A refundable security deposit is required in addition to fees to ensure the area is left in clean condition.

Individual Security Deposit: \$100 Organization/Business Security Deposit: \$200

Park Rules

- Parks are closed between 10 p.m. and 6 a.m.
- No glass beverage containers are permitted in parks or the plaza.
- No alcohol is allowed unless a Temporary Picnic License is granted
- Clean-Up:
 - Deposit all trash in the trash containers located in the park. Contact the Village office to arrange for additional collection.
 - No refund of security deposit will be made before noon the day after the event to allow the Village ample time to examine the park or plaza. If found to be in a properly cleaned condition, the security deposit will be promptly refunded to the party who made the deposit. If the park is not found to be in a properly clean condition, a portion of the deposit will be used by the Village of Cambridge to help restore the park to a clean condition and the remaining deposit refunded.
- **Reminder:** If you need to dig stakes into the ground, *please call Digger's Hotline well in advance!*

Application Process

If you are interested in reserving a park or plaza, please submit the following to the Village Clerk.

- Completed application form
- Separate checks or money orders for reservation fee and security deposit, payable to Village of Cambridge.
- Certificate of Insurance

Village Hall is located at the upper level of the Amundson Community Center, 200 Spring Street. Office hours are Monday Wednesday and Thursday, 7:30 a.m. – 4:30 p.m., Tuesday, 9:00 a.m. to 6:00 p.m. and Friday 7:30 a.m. to 1:00 p.m. For questions or more information, call 423-3712.

Your application will be considered at the next Village Board meeting. Meetings are held the second and fourth Tuesday of every month at 6:30 p.m. in the Amundson Community Center Board Room.

PARK RESERVATION PERMIT – APPLICATION FORM

APPLICANT INFORMATION		
APPLICANT NAME	TELEPHONE	
ADDRESS		
ORGANIZATION INFORMATION (IF APPLICABLE)		
ORGANIZATION NAME	TELEPHONE	
ORGANIZATION ADDRESS	CONTACT NAME	
DESCRIBE YOUR REQUEST – Please select one		
<input type="checkbox"/> LBK Park	<input type="checkbox"/> Village Veterans Park	<input type="checkbox"/> Greenvale #1
<input type="checkbox"/> Mill Plaza	<input type="checkbox"/> Westside Park	<input type="checkbox"/> Westside Park Shelter
DATES:	TIMES:	NO. OF PEOPLE EXPECTED:
PURPOSE		
FEES DUE		
RESERVATION FEE:	\$	
SECURITY DEPOSIT:	\$	
ELECTRICITY:	\$	
TOTAL:	\$	
SPONSOR SIGNATURE		
SPONSOR SIGNATURE	DATE	
OFFICE USE ONLY		
Date Considered by Village Board:	<input type="checkbox"/> Recommended approval <input type="checkbox"/> Recommended refusal	
Reason if Refused:		
Deposit Paid:	\$	Cash or Check #
Fees Paid	\$	Cash or Check #
Insurance Certificate Received	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Please submit to the Village Clerk at 200 Spring Street. Remember to attach:

- Separate checks or money orders for reservation fee and security deposit, made payable to Village of Cambridge
- Certificate of Insurance
- Reminder:** If you need to dig stakes into the ground, please call Digger's Hotline well in advance!