

# Park Rental and Special Event Application

Only accepted (not approved) when accompanied with all fees due and signed.  
The person signing this is responsible for the coordination and supervision during desired usage.

*- Please print clearly or type -*



**CITY OF NEW HOLSTEIN CITY HALL**  
2110 Washington St.  
New Holstein, WI 53061

**OFFICE HOURS**

Monday - Friday 8:00 AM - 4:30 PM

**TELEPHONE**

920.898.5766

**FAX**

920.898.5879

**ONLINE**

ci.newholstein.wi.gov

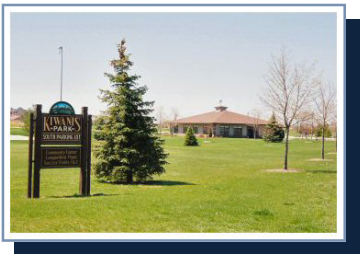
**EMAIL**

cityofnewholstein@wppienergy.org

Check payable to

**CITY OF NEW HOLSTEIN**

Cash or Credit Card



City of New Holstein Resident  Non-Resident Not-for-profit group?  YES  NO

Name (First & Last): \_\_\_\_\_

Name of Event: \_\_\_\_\_

Name of Group: (Special Event) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_

Cell Phone: (     ) \_\_\_\_\_

Alt. Phone: (     ) \_\_\_\_\_

Email: \_\_\_\_\_

I/our group (renter) have read, understand, and agree to abide by the outlined "Picnic/Special Gathering Policies, Guidelines and Procedures" and "renter" agrees to indemnify, defend, and hold harmless, the City of New Holstein, its officers and employees, from and against all loss or expense including costs and reasonable attorney's fees and/or liability for damages for personal injury and property damage to the extent caused by any negligent or willful act or omission of renter.

Falsification or misrepresentation could constitute an automatic loss of damage deposit and/or cancellation of event (or any other policy procedure).

**I HEREBY ATTEST THAT THIS COMPLETED APPLICATION IS A TRUE STATEMENT OF DESIRED USAGE AND IS REPRESENTATIVE OF THE INDICATED GROUP/ORGANIZATION/AFFILIATION (if any).**

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**EVENT DATE/SCHEDULE**

Month: \_\_\_\_\_ Day(s): \_\_\_\_\_ Year: \_\_\_\_\_

**KEY OR ACCESS CODE \_\_\_\_\_ MUST BE PICKED UP OR RECEIVED DURING REGULAR BUSINESS HOURS. DO NOT PUBLISH YOUR EVENT UNTIL YOU HAVE RECEIVED APPROVAL.**

**Keypad is located on the south corner, not the main entrance. Enter number then the # sign.**

**EVENT TIME** (Indicated time should reflect set-up and clean-up)

Starting: \_\_\_\_\_ AM/PM Ending: \_\_\_\_\_ AM/PM (Parks close at 11:00 PM)

**TYPE OF ORGANIZATION GROUP**

Family  Event  Church  School  Service Organization  
 Company/Commercial  Other \_\_\_\_\_

**PURPOSE OF GATHERING**

Birthday/Anniversary/Family Reunion/Graduation  Bridal/Baby Shower  
 Picnic  Special Event  Other \_\_\_\_\_

A **Special Event** is defined as an athletic event, ceremony, demonstration, exhibition, march, pageant, parade, procession, race, show, or other similar display which interferes with the normal flow or regulation of traffic upon the streets, sidewalks, or rights-of-way, or the normal use of parks or other public grounds.



**PLEASE ANSWER THE FOLLOWING**

Will admission be charged?  YES  NO

Sales of any kind?  YES  NO

Vendor Name \_\_\_\_\_ Good/Service Sold \_\_\_\_\_ % profit to organization \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Collect donations?  YES  NO

*If YES, to any of the above, Committee of the Whole approval required.*

**AMUSEMENT/SPECIAL EQUIPMENT (check all that apply)**

Pony Rides  Petting Zoo  Carnival/Festival Rides  
 (Above requires Park, Recreation & Tree Commission approval.)

Inflatable Bounce House\* (additional \$25 fee for electrical use) Renter must stake the bounce house.

Tent (Size \_\_\_\_' x \_\_\_\_')\* must be staked

**\*LIABILITY INSURANCE**

A minimum of \$1,000,000 in liability insurance with the City of New Holstein listed as co-insured is required. A certificate of insurance must be provided to the Clerk's Office Ten (10) days prior to your event. Please let us know where you are renting your Bounce House from as we may have a copy of the insurance on file. Check with your home owner insurance provider to see if you are covered for this type of activity and ask them for a copy of proof of insurance.

Please note any other amusement/equipment we should be made aware of? \_\_\_\_\_

**DO YOU DESIRE TO DISTRIBUTE ALCOHOLIC BEVERAGES AT YOUR GATHERING?**

YES  NO

*If YES, read and understand the permit terms below and sign if acceptable.*

**- ALCOHOL DISTRIBUTION -**

The gathering shall be a private affair, not open to the public, and not advertised publicly in any manner. No charge for beverages shall be made to the guests, and no beverages shall be distributed to any persons under 21 years of age. No intoxicating or alcoholic beverage shall be dispensed or be in possession of any person on the premises after 11:00 PM (park closing). A copy of this permit is sent to the police department.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Sale** of beer/wine coolers requires a special liquor license and approval of the Common Council, inquire with the Clerk's Office for the proper application.

**FEES/CHARGES DUE AT TIME OF APPLICATION**

*Please refer to "Permit Fees & Charges" and "Policies, Guidelines, and Procedures" attachments.*

**Please ✓ all that apply.**

**Kiwanis Park**

- Community Center...\$100  
1725 Silvermoon Lane—max cap 320 \$ \_\_\_\_\_
- Kiwanis Park \_\_\_\_\_  
1917 Hickory Lane \_\_\_\_\_
- Kiwanis Park Shelter 1....\$20 \$ \_\_\_\_\_  
(closest to the pool)
- Kiwanis Park Shelter 2...\$20 \$ \_\_\_\_\_
- Kiwanis Park Welker Shelter...\$20 \$ \_\_\_\_\_

**Civic Park**

- 2200 Washington Street \_\_\_\_\_
- Open Shelter...\$20 \$ \_\_\_\_\_
- Pavilion...\$50 \$ \_\_\_\_\_  
max cap 300
- Civic Park (park space) \_\_\_\_\_

**Optimist Park**

- 2200 Mason Street \_\_\_\_\_
- Optimist Chalet...\$75 \$ \_\_\_\_\_  
Max cap. 81

**Airport**

- 3015 Wisconsin Avenue \_\_\_\_\_
- Terminal...\$75 \$ \_\_\_\_\_  
max cap 30

**Misc.**

- Funke Field \_\_\_\_\_
- City Hall Basement \_\_\_\_\_
- Inflatable \$25 electricity charge \$ \_\_\_\_\_
- Other \_\_\_\_\_ \$ \_\_\_\_\_
- TOTAL**..... \$ \_\_\_\_\_

**SMOKING IS PROHIBITED IN ALL PARK BUILDINGS AND 100 FEET FROM ANY PARK BUILDING ENTRANCE.**

**OFFICE USE ONLY      OFFICE USE ONLY      OFFICE USE ONLY      OFFICE USE ONLY      OFFICE USE ONLY**

To Committee of the Whole Date: \_\_\_\_\_ Approved  Denied  by: \_\_\_\_\_

Certificate of insurance on file with required coverage  YES  NO

Payment Method:  Check (Payable to: **CITY OF NEW HOLSTEIN**) Check # \_\_\_\_\_  Credit Card  Cash

Amount Received: \_\_\_\_\_ Date received: \_\_\_\_\_

Liquor License Required      City Departments to be notified: PD  PW  COTW  Mayor  B/SD  NHEDC

## PARK RENTAL AND SPECIAL EVENT POLICIES, GUIDELINES, & PROCEDURES (PGP)

### 1) NON-SPECIAL EVENT ELIGIBILITY/DEFINITION OF RESIDENT USER

#### *Type of Group/Requirements*

- Anyone who lives or works within the corporate boundaries of the City of New Holstein.
- Company or corporation located within the City limits.
- City of New Holstein Civic Groups
- City of New Holstein municipal gatherings.

Falsification or misrepresentation of resident/non-resident status could constitute an automatic loss of damage deposit and/or cancellation of event (or any other policy procedure).

### 2) APPLICATION/APPROVAL

Requests for reservations for a calendar year will be accepted 15 months in advance. Application must be made by an adult 18 years of age or above, who will assume primary responsibility for enforcing park policies, guidelines, and procedures during the event. Applications for use will be on a first come, first served basis with all fees due upon application. Telephone reservations will not be guaranteed until payment and application has been received. Reservations are granted administratively for groups of 300 or less. Applications for Special Events or involving 301 or more persons require Park, Recreation & Tree Commission approval.

### 3) RESERVATIONS

Ten (10) working days prior to the reservation date are required for processing applications. Applications that need Committee of the Whole approval must be submitted on week prior to the 1st Wednesday of each month. Repeating reservations will be allowed on weekdays only. If your request was mailed or needed approval please contact the Clerk's Office to confirm your reservation, otherwise if you received your application back from the Clerk's Office approved you do not need to confirm.

### 4) REFUNDS/CHANGE OF DATE

In case of cancellation, permit fee can be refunded ONLY IF, at least ten (10) days prior to reservation date, a written request is received by the City Clerk's Office. Refunds are not issued due to unfavorable weather conditions, but you can reschedule during the current season if another date is available. (Money can not be carried over to the next year in an attempt to find a suitable date.) Refund will be issued only if park is closed.

### 5) MUNICIPAL/COUNTY ORDINANCES

Application is subject to all municipal ordinances in addition to all rules and regulations governing parks and can be terminated immediately at the discretion of the City Of New Holstein, Committee if the whole, and/or the New Holstein Police Department if the terms of the application are violated or when public safety is threatened.

### 6) DAMAGES/ADDITIONAL EXPENSES

Group and responsible person will be billed for damage to city property, excessive cleanup costs, or for significantly underestimating attendance. The buildings must be left in clean condition which includes cleaning the floors in the Community Center, Civic Park Pavilion and Optimist Chalet or janitorial costs will be charged to the renter.

### 7) ELECTRICITY

Caution is advised when using electrical service. All outlets can easily be overloaded. Electrical use for inflatables is covered by an additional \$25 fee.

### 8) OUTDOOR/INDOOR AMPLIFICATION EQUIPMENT

Requires special use authorization by the Committee of the Whole. The use of radios is permitted; common courtesy is requested when selecting a volume level. New Holstein Police Department can enforce excessive noise complaints.

### 9) ADJACENT FACILITIES/PARKING

Parking lot, restrooms, playground, and ball diamonds are open to all park patrons. During the baseball/softball season, the ball diamonds are reserved for games and practices. Contact the Baseball/Softball Program Director for availability.

### 10) ADMISSIONS/SALES/DONATIONS

If you plan to charge admission, have sales of any kind, or collect donations, approval must be received through the Committee of the Whole. This includes sale of food and beverages tickets for rides; games, raffles or door prizes, novelty items, t-shirts, etc. Notify the Clerk's Office if you plan to have sales or collect donations.

### 11) TENTS/INFLATABLE BOUNCE HOUSE

Are permitted only in **DESIGNATED AREAS** when group has obtained an insurance liability certificate. Contact the Clerk's Office for location of designated areas. Tents may only be set up on the day of the reservation and must be removed the same day. Use of a tent(s) and/or inflatable bounce house(s) required a certificate of \$1,000,000 liability insurance coverage with the City of New Holstein as co-insured within ten (10) days prior to event. Renter must use ground stakes when using an inflatable bounce house. Charges will be assessed for damages incurred during the setup and/or removal of tents. Stakes are not allowed to be placed into the concrete or paved areas.

### 12) DOGS/OTHER ANIMALS

For the enjoyment of all park patrons, you must pick up after your dog or animals if having a petting zoo or pony rides. Dogs must be leashed or in the immediate control of its owner.

### 13) GRILLS

Please coordinate the proper disposal of any coals/debris with the Clerk's Office prior to your event.

### 14) DECORATIONS

Use decorations that will not cause damage to park property. Masking tape on painted surfaces is prohibited. Silly String aerosol sprays or confetti-type materials are also prohibited and the use of such may result in the forfeiture of your deposit. Please coordinate your use of decorating materials with the Clerk's Office.

### 17) SEVERE WEATHER

It is your responsibility to monitor weather to insure your own safety – our shelters are not intended to protect you from severe weather.

CONTINUED ON BACK

OTHER REQUIREMENTS THAT ARE YOUR RESPONSIBILITY FOR 

**SPECIAL EVENTS OR GROUPS OVER 301 PEOPLE** (In addition to receiving approval from Committee of the Whole)

- **STREET USE:** Closing a street (walk/run, parade), sidewalk and/or request special street parking considerations should be reviewed and approved by the **Director of Public Works 920.898.5766 EXT. 6.**
- **Diggers Hotline:** Call 811—Before placing stakes, spikes, temporary signage or structures into the ground.
- **Temporary Class “B” Retailers License**—required if your event will be selling beer/alcohol. See Clerk’s Office.
- **Fireworks/Bonfires**—Approval must be received from the **New Holstein Fire Department 920.898.4241**
- **Utility Hookups**—**New Holstein Utilities 920.898.5776**
- **Toilet Facilities**—The city offers one male and one female toilet facility on the exterior of the Community Center. One male & female toilet facility shall be provided for every 150 persons on premise. Portable toilets shall be properly enclosed, in good repair, emptied when full, and a minimum distance of 100 feet away from any food preparation area.
- **STAFF:** Staff needed to run the event is the responsibility of the Sponsor. When the City of New Holstein incurs additional expense, due to personnel working overtime, regular hours, setting up, or cleaning up, the cost (including benefits) will be charged to the Sponsor/Renter.
- **EQUIPMENT:** Equipment needed to run the event will be the responsibility of the Sponsor/Renter. The Sponsor/Renter must request the use of City equipment such as: Picnic Tables, garbage cans, barricades, street closing signs, cones, no parking signs, fencing, etc.

**Clean-up Guidelines ALL BUILDINGS**

- Wipe, clean & dry all tables, chairs, counters and appliances so they are clean.
- Take down and put away all tables and chairs.
- Put all tables and chairs away in the proper storage carts and storage room.
- Garbage bags are provided. Gather garbage from the interior cans and take out to the dumpsters located outside of the building. New, clean bags should be placed into all waste containers located inside the building. (Recyclables can be bagged and put into these outside containers as they will be properly disposed of by the Public Works Crew.)
- Sweep and mop all floors.
- All food must be removed.
- Refrigerator and freezer must be wiped down.
- Stove top and oven must be wiped down.
- All decorations are to be removed.
- All lights are to be turned off.
- All doors and windows should be closed and properly locked. Unlock and Lock Entrance Doors with Hex Key. Push in Bar and Insert Key in Hole and turn to lock.

**INSURANCE REQUIREMENTS**

**FOR CITY OF NEW HOLSTEIN SPECIAL EVENTS**

It is hereby agreed and understood that the insurance required by the City of New Holstein is primary coverage and that any insurance or self-insurance maintained by the City of New Holstein, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. All insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the clean-up period after the event.

**1. GENERAL LIABILITY COVERAGE**

- A. Commercial General Liability
  - a. \$1,000,000 general aggregate – per project
  - b. \$1,000,000 products – completed operations aggregate
  - c. \$1,000,000 personal injury and advertising injury
  - d. \$1,000,000 each occurrence limit
- B. Claims made form of coverage is not acceptable.
- C. Insurance must include:
  - a. Premises and Operations Liability
  - b. Contractual Liability including coverage for the joint negligence of the City of New Holstein, its officers, council members, agents, employees, authorized volunteers and the named insured.
  - c. Personal Injury
  - d. Explosion, collapse and underground coverage
  - e. Products/Completed Operations
  - f. The general aggregate must apply separately to this project/location

**2. BUSINESS AUTOMOBILE COVERAGE**

- A. Limits - \$250,000 each person/\$500,000 each accident for Bodily Injury and \$100,000 for Property Damage
- OR
- \$500,000 Combined Single Limit for Bodily Injury and Property Damage each accident.

**3. WORKERS COMPENSATION AND EMPLOYERS LIABILITY –** If required by Wisconsin State Statute or any Workers Compensation Statutes of a different state.

Must carry coverage for Statutory Workers Compensation and Employers Liability Limit of:  
\$100,000 Each Accident  
\$500,000 Disease Policy Limit  
\$100,000 Disease – Each Employee

**4. LIQUOR LIABILITY –** If the event holder is selling alcoholic beverages then Liquor Liability with the following limit and coverage must be carried:

- A. Limits - \$500,000 each occurrence/\$500,000 aggregate

**5. ADDITIONAL PROVISIONS**

- \*Additional Insured – On the General Liability Coverage, Business Automobile Coverage and Liquor Liability. City of New Holstein, and its officers, council members, agents, employees, and authorized volunteers shall be Additional Insured.
- \*Endorsement – The Additional Insured Police endorsement must accompany the Certificate of Insurance.
- \*Certificates of Insurance – A copy of the Certificate of Insurance must be on file with the City Clerk.
- \*Notice – NOTE: City of New Holstein requires 30 day written notice of cancellation, non-renewal or material change in the insurance coverage prior to your event.
- \*The insurance coverage required must be provided by an insurance carrier with the “Best” rating of “A-VII” or better. All carriers shall be admitted carriers in the State of Wisconsin.



### CHALET Guidelines

- Unlock and Lock Entrance Door with key provided by City Clerk's Office, City Hall.
- Thermostat Instructions – Set according to heat temperature desired. PLEASE TURN DOWN WHEN LEAVING CHALET.
- **FIREPLACE** TO TURN ON, switch is located on west wall (near the north side of the building) near the maintenance room and regular thermostat. Allow several minutes for the unit to warm up and the unit will then go on automatically. When leaving the Chalet, **TURN UNIT OFF**. It will take several minutes for the unit to cool down and then the unit will close automatically.
- Tables and Chairs are in the wheeled cart. (THEY ARE **NOT** TO LEAVE THE BUILDING.)
- Phone Use Instructions – self-explanatory (for local calls, only).
- **COOLER**– is located in the kitchen room. Temperature is properly set.
- **STOVE** – is self-explanatory – PLEASE CLEAN-UP ANY SPILLS IN OVEN.
- **MICROWAVE** – is self-explanatory – PLEASE CLEANUP ANY SPILLS.
- **COFFEE MAKER** – There is a large metal maker or a small kitchen size maker.

There is a Surge Protector in the kitchen in the drawer to the left of the stove/oven as you enter the kitchen. There are hot pads also in this drawer. In the maintenance room, the mop, scrubber, etc. are located. The plastic bags to be replaced in the garbage cans are in this room also. The blue towels, if needed to be replaced, are located on the shelving unit in the maintenance room. Please put your garbage from your event in the large green refuse containers. The refuse container should be left inside the building. You may put the refuse container outside during your event.

You need to bring your own plates, cups, silverware, and utensils to prepare/serve your food. You also need to bring your own dish soap, towels, etc. for cleaning up.

### CIVIC PARK Guidelines

- **CARS/VEHICLES** No vehicles are allowed in the park except for unloading and loading.
- **POWER** Main breaker is located on the South wall – West of the South doors – behind wood panel door. **ALL** switches need to be flipped towards the center. **Leave EXIT switch on, this is the switch that is covered with tape – do not remove the tape.**
- When you are finished, turn off all lights (**Flip ALL switches to the outside**) and Lock the Pavilion.
- **WINDOWS** If you will be opening the windows, **you must**

**close them before you leave. Lock the top and bottom latches.**

- **CLEANING** All garbage must be picked up from inside the building and surrounding park area and placed into the dumpster which is located outside of the building.
- You are responsible for cleaning up the facility when you are finished within your allotted rental time (8AM – 11PM). Broom, Mop and Dust pan are located in the northwest corner of the pavilion.
- **VOLLEYBALL** Volleyball and volleyball net are located in Northwest corner of Pavilion. Portable poles should be outside (check the East side of Pavilion).

### COMMUNITY CENTER Guidelines

**Keypad** is located on the Southern corner of the building near the entrance to the smaller room. **Enter your access code, followed by the pound sign (#)**. Once you are in the building, use the hex key that is hanging on or near the door to unlock the push bars. Make sure that you lock these push bars again before you leave for the evening. It is your responsibility to secure the building.

Thermostat Instructions – Push Button and Wait for a Minute – Hit button only ONCE. (Temperature will automatically adjust to either the heat or air-conditioning depending on the temperature outside.) **IN THE SUMMER** – Press the thermostat button **at least 3 hours** before your event to allow for adequate cooling time.

Occupied/Unoccupied Switch in Maintenance Room (where tables and chairs are located). Turn switch to ON so that the fan starts (it takes a minute) -- this will have the heat or air-conditioning circulate in the room rather than just from the ceiling units.

Tables and Chairs are in the Maintenance Room. (THEY ARE **NOT** TO LEAVE THE BUILDING.)

Phone Use Instructions – self-explanatory (for local, emergency calls only).

**COOLER**– DO NOT TURN KNOB. Temperature is properly set.

**FREEZER** – is located in kitchen island – across from the cooler. What look like shelves, are actually the cooling units and cannot be moved.

**STOVE** – is self-explanatory – PLEASE CLEANUP ANY SPILLS IN OVEN.

**MICROWAVE** – is self-explanatory – PLEASE CLEANUP ANY SPILLS.

**COFFEE MAKER** – Instructions are on countertop at the coffee maker

Kitchen Exhaust Fan – Switch in the MIDDLE is OFF. TOP or BOTTOM is ON.

There is a First Aid Kit and Surge Protector in the kitchen in the first drawer to your right as you enter the kitchen.

In the maintenance room, the mop, scrubber, etc. are located. The plastic bags to be replaced in the garbage cans are in the wooden cabinet in the maintenance room. Please take your garbage from your event to the large green refuse containers located outside. The small containers should be left inside the building. The keys for the restroom towel cabinets are located in the wood cabinet in the maintenance room. The blue towels and keys, if needed to be replaced, are located on the shelving unit in the maintenance room, **just follow the instructions inside the dispenser.**

You need to bring your own plates, tablecloths, cups, silverware, and utensils to prepare/serve your food. You also need to bring your own dish soap, towels, etc. for cleaning up.