



## City of Waukesha

Parks, Recreation and Forestry Department

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[www.waukesha-wi.gov](http://www.waukesha-wi.gov)

# PARK SHELTERS

## Rental Policies & Procedures

- Persons must be 18+ years of age to rent facilities and 21+ years of age to obtain an alcohol permit.
- Application and full payment must be submitted at least seven (7) days prior to the scheduled date. Late applications will be accepted until 4:30 pm on the Thursday prior to the weekend and will be assessed a late fee of \$25.
- Every effort is made to have facilities clean. If there are any problems please call the emergency contact phone number listed on your permit.
- Reservation ending time must be adhered to due to potential reservations following your event.
- Bring your permit with you on the day of your rental.
- Public events require additional applications, forms, and fees.

### Park Policies and Guidelines Regarding Usage

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|--|---|
| ✓ Park Hours: Sunrise to 10:00 pm daily.   | ✓ No Inflatables, slip & slides, water balloons, or sparklers permitted in any parks.         |
| ✓ All trash will be placed in trash and recycling bins.  | ✓ All vehicles must park in designated parking areas only.                                    |
| ✓ All rentals are encouraged to recycle.   | ✓ <u>No sales</u> of any kind without permit. (May require WPRF approval.)                    |
| ✓ Leave the park the way you found it!   | ✓ Dogs not allowed in City parks or as designated.  |
| ✓ If WPRF needs to repair or clean up your event, the responsible party will be billed for damages and/or labor. | ✓ Bathrooms are public restrooms, available for public during park hours.                     |
| ✓ Be courteous of other park patrons (keep noise/music at acceptable levels).                                    | ✓ There is a possibility that the restrooms may be closed prior to 10:00 pm.                  |
| ✓ Any use of charcoal must be extinguished and removed from park.  | ✓ All shelters/restrooms are open seasonally, with the exception of Frame Park and EB Shurts. |
| ✓ No small debris permitted. (piñata, confetti / bird seed etc.)   |   |
| ✓ All tents require additional permits.<br>7 day advance notice. (See hot lining procedure.)                     |   |

### Refund Policy

Prior to 30 days of scheduled date, refunds will be made when the customer's original permit is returned to WPRF. If a refund is desired, please notify the office with a written request and the return of your original permit. You will receive a full refund credited to your WPRF account which may be used toward future registrations and/or rentals for up to two (2) years of date of issue as permitted by law. If a check or credit card refund is desired, you will receive the refund minus a \$10 service charge. *NOTE: All changes within seven (7) days will result in a \$25 charge.*

- ✓ No refunds or credit for inclement weather or for cancellations less than 30 days prior to event. No refunds or credits will be given for events scheduled as the result of a date change made to original permit less than 30 days prior to event.

### 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.

**Park Shelter Facility Rentals  
Fees & Charges**

*Payment due at time of reservation.*

- ✓ Fees indicated are City of Waukesha resident fees and charges – see below for non-resident surcharge. Tax is included when applicable.
- ✓ Changes in original dates and/or times may be made up to one week prior to event. There will be no charge for the first change and a \$25 charge for each change thereafter. A \$25 charge for any changes within seven (7) days of event.
- ✓ If a tent/temporary structure is being requested, an additional application and payment is required and the request must be made a minimum of seven (7) days prior to the event.
- ✓ \*Non-Resident Surcharge: **Non-residents must pay an additional \$50 per rental application**, as established by the Parks, Recreation and Forestry Board.

\*A non-resident is defined as a person who does not reside or own property within the corporate limits of the City of Waukesha. (In general, does not contribute to the City of Waukesha property taxes.)

**Picnic Shelters with fifteen (15) tables and electricity Standard 110 outlet**

•Bethesda Park	•Buchner Park	•Frame Park	•Horeb Park	•Rivers Crossing
<b>Fee:</b>	<i>Sixty (60) people or less:</i>	\$80 / 6 hours		\$15 each additional hour
	<i>Sixty-one (61) people to 200:</i>	\$150 / 6 hours		\$35 each additional hour
	<i>Two hundred-one people (20 to 400):</i>	\$280 / 6 hours		\$70 each additional hour
	<i>Four hundred or more Public event policies and fees will apply</i>			

**Picnic Shelters with five (5) tables and electricity Standard 110 outlet**

•Banting Park	•David's Park	•Dopp Park	•Fox River Pkwy North	•Grandview Park
•Heyer Park	•Lowell	•Merrill Crest Park	•River Valley	•Roberta Park
<b>Fee:</b>	<i>Sixty (60) people or less:</i>	\$65 / 6 hours		\$13 each additional hour
	<i>Sixty-one (61) people to 200:</i>	\$120 / 6 hours		\$25 each additional hour

**Picnic Shelters with five (5) tables**

•Fox River Pkwy S.	•Gazebo / open air shelters	•Pebble Valley Park	•Prairie Park
•Priedeman Park	•Wauk. Springs Park	•Woodfield Park	
<b>Fee:</b>	<i>Sixty (60) people or less:</i>	\$55 / 6 hours	\$10 each additional hour
	<i>Sixty-one (61) people to 200:</i>	\$100 / 6 hours	\$20 each additional hour

**Picnic Shelters with two (2) tables, no restrooms**

•Moorewood Park	•Sentinel Park		
<b>Fee:</b>	<i>Sixty (60) people or less:</i>	\$35 / 6 hours	\$10 each additional hour

**Optional User Service Fees**

- Additional Picnic Tables \$80 (includes tax) up to 4 additional tables.
- Additional Trash Barrels \$40 (includes tax) up to 10 additional barrels.
- Water Spigot (requires pre-approval) \$25 per day (includes tax).
- Docks and Pier \$65 per day.
- Tent Permit (100 sq. ft. or larger) Contact WPRF for fees & policies.
- Left over event supplies \$50 per day.
- Additional Cleaning \$50 per hour.
- Sales Permit (for private groups) \$65 per day.
- Permit Changes \$25 per change.
- Portable Toilets \$10 per day per unit/rental user provides units.

***Any group that signs the Fermented Malt Beverage and wine distribution agreement must comply with the following:***

**Fermented Malt Beverage (i.e. beer) and Wine Distribution Agreement**

The gathering shall be a private affair, not open to the public, nor advertised publicly in any manner and adhere to City Ordinance #11.27(4). No charge for beverages shall be made for guests, and no beverages shall be distributed to any persons under 21 years of age. Only fermented malt beverage (i.e. beer) and wine distribution is allowed. No alcoholic beverages shall be dispensed, consumed or be in possession of any person on park premises after 10:00 pm.

*Note: Sale of alcoholic beverages is limited to selected parks and requires a special license and approval of the Common Council. (Inquire with Director of Parks, Recreation & Forestry.)*