

**PARK AND RECREATION BOARD AGENDA
MONDAY DECEMBER 2, 2024
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 October 7, 2024, meeting.

Recreation –

2. Discussion and consideration of the implementation of the Civic Rec software for field reservations and an update to the policy for facility reservations.
3. Discussion and consideration of park court rental fees for 2025.
4. Discussion of Hartbrook Park playground equipment.
5. Discussion and consideration of Kiwanis special event request for Thursday Night Ice Games in January and February of 2025.

Public Works –

6. Discussion and possible consideration of Annual Review of the Bark River, Nixon Park Canteen agreements with HAAA, Flanagan-Dorn Canteen agreement, Lake Country Lacrosse Centennial Park Use Agreement and the Score Board/Press box Agreement with the Lake Country Chiefs.
7. Discussion on cart for Recreation.
8. Discussion on budget.
9. Discussion bench installation at Nixon Flagpole from the Wall that heals.

Other Items for Consideration

10. 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.
11. Adjourn
Deidre Bushéy
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 the Village Clerk, at (262)367-2714. The Municipal Building is handicap accessible.

PARK AND RECREATION BOARD MINUTES
MONDAY OCTOBER 7, 2024
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

Present: Tim Hallquist, Shaunta' de Boer, Rick Conner, Kathy Van Thiel, Nick Miller, and Craig Eisenhut
Excused: Farrell
Others: Sara Rennekamp, Leo Jungbluth
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.)

None.

1. Consideration of a motion to approve the Park and Recreation minutes of September 3, 2024.

Motion (Conner/Bierman) to approve the September 2, 2024, minutes. Carried (6-0).

Recreation –

2. Discussion on Dough Nation end of season donation-

Dough Nation sold donuts at the park this year on several occasions and sold a lot of donuts. They would like to do an end of season donation. They asked that the donation go to non-profit organizations so the \$220.00 will go to the food pantries equally.

3. Discussion and consideration for Wenzel Amazements participation in Hometown Celebration 2025-

Rennekamp met with Wenzel Amazements regarding having a carnival during Hometown Celebration. They have the last full weekend in June available. She said last December she met with Rainbow, and they had a lot of restrictions for the space. Wenzel does not have the same restrictions, but they do require they bring rides and concessions. They looked at the space and it will fit in the t-ball field. Their food would be mostly carnival type food. They do stay on site; they will be using campers for overnight. She said they do provide their own generator on a 28 ft trailer and a backup one on a 25 ft trailer. Regarding the fee structure there is no cut until they make 20,000 and then it is 15%-20% and is in line with what Rainbow said last year. The timeline would be to come in on Monday and set up, they would do Friday, Saturday and are open to staying on Sunday. Wenzel is a family-owned business, the daughters help as well as the grandkids and they have a lot of regulars that work for them. Plus, two of her staff are retired police officers.

Rennekamp said if it is in the t-ball area there is the potential for damage and a few weeks of sod replacement. She said if we do decide to extend the Hometown Celebration Park events on Sunday that could mean additional expense for a band on Sunday. If there is a Sunday event, there would be an adjustment of tear-down moving to Monday from Sunday so that does affect staff. It will also affect the food vendors that will be in the park. Rennekamp said we would save on labor with not having to use

volunteers to staff the Kids area. The generators would be running all day so for the neighbors that could be noisy. Rennekamp said another consideration is to cancel the Thursday night concert or include the Thursday night concert with the potential for additional beer sales. Brief discussion on the types of rides, days & times, cost of tickets and overall cost. Discussion on the Hometown Celebration set-up area.

Motion (Eisenhut/Conner) to approve the idea of Wenzel Amazements participation in Hometown Celebration. Carried (6-0).

Public Works –

4. Discussion on Hartbrook playground equipment replacement-

Jungbluth said they met with three vendors for replacement equipment and Boland has a more traditional look. Staff will provide graphics based on our budget for all three options when they come in.

5. Discussion on the surface of the new basketball courts and new pickleball courts-

A spot on the basketball court that that was just installed popped out and the company came back out the next day fixed it and did a reseal at Hartbrook and has already been done. The company is looking into the quality of the asphalt.

6. Discussion on of the new small indoor venue/shelter at Nixon Park-

Staff is considering a future fourth shelter by the splash pad. Hallquist gave the background on the plans. The driveway was moved, the power line is in and the sewer line is in, in preparation for an additional future shelter. Village Manager Bailey said it is not in the budget with everything else that is being worked on. Discussion on a possible year-round shelter. Bring back to November Park Board meeting.

Other items for Consideration-

7. 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.

None.

Penbrook grading and landscaping done.

Nixon Park crushed granite replacing the wood chips.

Heather Costa, the new Recreation Coordinator, starts November 3rd.

Pickleball program wrapping up, winter/spring guide coming out soon.

Full Moon Hike Oct. 19th

Pumpkin Party in the Park is coming up.

8. Adjourn -

Motion (Conner/Eisenhut) to adjourn. Carried (6-0).

Meeting adjourned at 8:09 pm.

PARK BOARD MINUTES
MONDAY OCTOBER 7, 2024
7:00 PM
PAGE 3

Respectfully submitted By Recording Secretary,
Deidre Bushey - Deputy Clerk

VILLAGE OF HARTLAND PARK BOARD POLICY FOR FACILITY RESERVATIONS

- 1) **USER GROUPS** and **INDIVIDUALS** will have access to reserve athletic facilities, shelters, and the Nixon Park Fine Arts Center as follows:
 - a) **USER GROUPS** can submit reservations in person on the first business day in January. The Clerk's Office at the Village Hall, 210 Cottonwood Avenue, is open Monday-Friday, 7:30-4:30 pm, unless otherwise posted.
 - i) Completed User Group Packets will be accepted and processed in the order they are received.
 - ii) Payments will be processed at the time they are received.
 - iii) User groups will follow the process detailed in the **USER GROUP RESERVATION PROCESS**.
 - iv) Athletic field reservations will be considered a user group priority until the last Friday in February.
 - b) **INDIVIDUALS** can reserve shelters and the Nixon Park Fine Arts Center (FAC) on the first business day in January. Individuals can reserve athletic facilities on the first Monday in March.
 - i) Shelter reservations can be made in person or online.
 - ii) FAC reservations can be made in person only.
 - iii) Individuals will follow the process detailed in the **INDIVIDUAL RESERVATION PROCESS**.
- 2) The Village of Hartland reserves the right to refuse or to cancel an application to any user group or individual if a Village sponsored event conflicts with the requested date/time. Notification of cancellation will be provided at least 10 days in advance.

USER GROUP RESERVATION PROCESS

- 3) User groups must complete a User Group Packet and submit the required documents and fees to request reservations for facilities on specific dates and times. User Group Packets are available at the Clerk's Office, Village Hall, 210 Cottonwood Avenue, Monday-Friday, 7:30 am-4:30 pm, and consists of:
 - a) Checklist Cover Sheet
 - b) Policy for Facility Reservations
 - c) Field Restoration Agreement
 - d) User Group Application Forms
 - e) Athletic Facility Scheduling Application
- 4) User groups must submit the items listed below with the completed User Group Packet:
 - a) Certificate of Comprehensive General Liability Insurance for Competition Youth Sports
 - i) Comprehensive General Liability Insurance in the amount of \$1,000,000. The policy must include the Village and its agents, officers and employees as "additional insured."
 - ii) Comprehensive Professional Liability Insurance in an amount of at least \$1,000,000 for coverage to insure the activities of the coaches, manager, administrators and officers of the organizations engaging in recreational activities on Village park land is recommended, but not required. The policy should include the Village and its agents, officers and employees as "additional insured."

- b) Tax Exempt Form, Form S211 (as applicable)
- c) Schedule
 - i) Each reservation must clearly list the date, time, field/facility, team, game/practice.
 - ii) Parks open on April 15, weather-permitting, and close on October 15.
 - iii) The Village of Hartland reserves the right to delay the start of the season due to field conditions.
 - iv) The Village of Hartland will prep a field once per day and will offer up to two reservations on a field per day. The second reservation on any given day will not have a field prep.
- d) Canteen Agreement for Bark River and Nixon Park (as applicable)
- e) Pre-payment (in the amount equal to or greater than the fees associated with the number of requested reservations in the provided schedule and any deposits)
 - i) Credit card payments incur a 4% convenience fee.
 - ii) Please note that adjustments to schedules may require additional payments that will be collected at the time of the adjustment.
- 5) Once the User Group Packet is accepted, the Clerk's Office will set up accounts for all user group applicants in Civic Rec, Hartland's recreation registration portal.
 - a) User group applicants will receive an automated email with a temporary password and further instructions from Civic Rec.
 - b) User group applicants will receive an email with instructions on how to modify or add reservations.
- 6) The Clerk's Office will process the submitted payment and apply the funds to the user group's account in Civic Rec.
 - a) Additional funds can be added to the user group's Civic Rec account online or in person.
 - b) Credit card payments incur a 4% convenience fee.
- 7) The Clerk's Office will process the submitted schedule.
 - a) Any schedule conflicts will be communicated to the user group.
 - b) Conflict resolutions will be processed internally or will be managed by user groups in Civic Rec beginning the first Monday in March.
- 8) Beginning the first Monday in March, schedule changes will be handled as follows:
 - a) **SCHEDULE ADDITIONS:** If adding to their schedules, user groups can reserve dates in Civic Rec, utilizing funding on account or paying at the completion of the reservation.
 - b) **CHANGING PRACTICE TO GAME (SAME TEAM):** If replacing one internal reservation for another on the same date (at least four (4) days prior to the reservation), user groups can cancel the existing reservation and reserve the new one in Civic Rec, refunding to account, utilizing funding on account, or paying at the completion of the reservation.
 - c) **CHANGING PRACTICE TO GAME (ALTERNATE TEAM):** If requesting a game on a date that has a practice schedule via an alternate user group, user groups must email the Clerk's Office, info@villageofhartland.wi.gov, with specific details of the request.

- d) **LAST MINUTE MODIFICATIONS:** If requesting a modification within four (4) days of the scheduled game or practice, user groups must email the Clerk's Office, info@villageofhartland.wi.gov, with specific details of the request. Requests cannot be guaranteed.
 - e) **CANCELLATIONS/REFUNDS:** If a practice or game is cancelled due to inclement weather, user groups must email the Clerk's Office, info@villageofhartland.wi.gov, within 24 hours of the cancellation to receive a refund.
 - i) Fields that are prepped for games are non-refundable.
- 9) User groups who cancel 20% or more of their field reservations can be subject to cancellation fees up to 100% of their cancelled fees to be invoiced at the end of the season. Future field reservations will only be considered once invoice is paid in full.
- 10) If there is a balance on the Civic Rec account at the conclusion of the season, user groups may request a refund check or keep the balance on account for the following season.

INDIVIDUAL RESERVATION PROCESS

- 11) Individuals must set up an account in the recreation registration portal on the Village website.
- 12) **FACILITY RESERVATIONS** can be made on the first business day in January. Shelters can be reserved in person or online.
- a) The Nixon Park Fine Arts Center can be reserved in person only.
 - b) Facility reservations must be cancelled two (2) weeks in advance to receive a refund.
 - c) A \$10 processing fee will be retained.
- 13) **FIELD RESERVATIONS** can be made on the first Monday of March in person at the Village Hall or online.
- a) Reservations must be made at least four (4) days in advance of the requested date.
 - b) Field reservations must be cancelled no later than four (4) days prior and receive a full refund.
 - c) Cancellations within four (4) days of the reservation will not receive a refund.

OTHER GENERAL POLICIES

- 14) Beginning on the first business day in January, applications for shelters and the Nixon Park Fine Arts Center will be available on a first-come, first-serve basis.
- 15) Applicants are responsible for general cleanup of facilities reserved/used. If clean up is not done, the Village Department of Public Works will clean the area, and the charges will be deducted from the required deposit.
- 16) Any organized group desiring to reserve park open space green area, parking lots, picnic areas without shelter reservation shall pay fees equivalent to the shelter reservation fee.
- 17) Applicants reserving fields, shelters, general open space and the Nixon Park Fine Arts Center are required to adhere to the Village ordinances and park regulations. Regulations are provided on the back of application forms and are posted in some parks.
- 18) Applicants engaging in the sale of alcoholic beverages on Village park land will be required to maintain, throughout the period of sale of alcoholic beverages, the appropriate alcohol licensing and insurance with coverage as provided below:

- a) Comprehensive Liquor Liability Insurance in an amount of at least \$1,000,000. The policy must include the Village and its agents, officers, and employees at "additional insured." A certificate of insurance evidencing the issuance of a policy covering this insurance requirement must be provided to the Village prior to this activity.
- 19) Park users shall furnish to the Village certificates of insurance evidencing the issuance of policies cover the above insurance requirements. No organized recreational activities including practices and games on Village park land may begin until a proper certificate of insurance is received. A minimum of 20 days' notice of cancellation shall be provided.
- 20) Separate reservations must be made for athletic fields and park shelters/general open space with the exception of Bark River Park.
- 21) Shelters and general open space cannot be reserved prior to the first business day in January of each year.
- 22) User groups have priority of Hartland's athletic facilities up until the last Friday in February. After the first Monday in March, facility reservations will be open to the public.
- 23) In the event of a cancellation of an EVENT, the permit fee can be refunded ONLY IF at least TWO WEEKS prior request is received by the Village in writing along with the original permit. A \$10 processing fee will be retained.
- 24) A \$10 processing fee will be charged for changing dates or times for an EVENT.

FEES ARE LISTED ON THE CORRESPONDING RESERVATION FORM.

VILLAGE OF HARTLAND ATHLETIC FACILITY SCHEDULING APPLICATION

Organization or Individual's Name: _____

Name of Person In Charge: _____

Telephone Number: (Home) _____ (Work) _____ (EMAIL) _____

Address: _____
Street/Mailing Zip Code

Two Alternate Names If Above Person Cannot Be Reached: **(Must Be Completed)**

Name _____ Address _____ Phone (Home, Work & EMAIL) _____

Name _____ Address _____ Phone (Home, Work & EMAIL) _____

I verify the documented information and agree to abide by the Park Board's Policy and Village Ordinances regarding Park usage.

Signature _____

Date Paid _____ Field Fees Paid _____ Deposit Paid _____ Preps Paid _____ Receipt Number _____
(Office Use Only)

Permit Number: _____ Provide Dates, Times or Attach Schedule	Fee Per Use (Including Games and Practices) <i>Plus Tax</i>	Deposit (See Below)	Field Prep Charges <u>See Page 2</u>	Total Amount Due	Date Issued	Insurance Certificate?	Request Taken By
Baseball Fields (Large)							
Nixon	\$45.00						
Centennial	\$45.00						
Hartbrook	\$40.00						
Penbrook	\$40.00						
Baseball Fields (Small)							
Hartbrook	\$35.00						
Joliet	\$35.00						
Nixon	\$35.00						
Softball Field							
Bark River*	\$45.00						
Soccer Fields(Large)							
Centennial	\$35.00						
Hartbrook	\$35.00						
Penbrook	\$35.00						
Soccer Field (Small)							
Hartbrook	\$35.00						
Football Field							
Centennial	\$105.00						
Tennis / Pickleball Courts							
Nixon	\$20 + .55 per court every 2 hours						
Penbrook	\$20 + .55 per court every 2 hours						

*Field Reservation Includes Shelter at Bark River Park Only

Turn Page Over for Prep Fees

Refundable Deposit Amounts	\$50.00	\$100.00	\$200.00	\$300.00	\$400.00
Number of Participants	0-50	51-100	101-200	201-300	300+

210 Cottonwood Avenue, Hartland, WI 53029
 PHONE 262-367-2714 FAX 262-367-2430

REQUIREMENTS FOR ATHLETIC FIELD USE AND FIELD PREPARATION APPLICANTS

1. It will be the responsibility of the sponsor/individual reserving the athletic facilities to pick up litter in the area after the event, including in the surrounding park area. The applicant will be responsible for any damage or excessive clean up required and the cost will be deducted from the deposit.
2. All equipment and personal items must be removed from the park by sundown, or the closing time approved by the Park Board.
3. Restroom facilities and parking lots are open to park patrons. NOT EXCLUSIVE TO THE PERMIT HOLDER. Parking is permitted in designated areas only. **Vehicles cannot be parked in the picnic areas or the grass.**
4. Certificate of insurance naming the Village of Hartland as additional insured must be provided.
5. DISORDERLY CONDUCT PROHIBITED.
6. For the enjoyment of all park patrons, dogs must be licensed, on a leash not exceeding six feet in length and under the owner's control. Owners shall promptly remove and dispose of any excrement in a sanitary manner.
7. Fields must be reserved for make-up games and a minimum of 24 hours notice given (one working day) to prep a field for a make-up game.
8. DPW requires a minimum of 24 hours notice (one working day) for a newly scheduled field preparation.
9. DPW will spend no more than two hours preparing a facility for a game.
10. In the case of inclement weather, field preps will not be made. Notification will be provided to the appropriate contact person if conditions do not allow for field preparation. Please follow the Hartland Athletic Field Group Guidelines for Field Playing Conditions or contact ~~Leo Jungbluth~~ at 414-630-8167. **8168**
Cory Bahr
11. Park Shelter application must be made separately if they are to be used in conjunction with a field's use, except at Bark River Park where the shelter is included with the field reservation.
12. Application for field reservations for a specific year cannot be made before January 1st.
13. All uses must be open to the public, free of charge. Participants may not pass a collection plate or solicit from the audience.
14. Games or practices shall not be scheduled earlier than April 15th (subject to field conditions due to weather) for any field.
15. Only one type of athletic play may take place on any field at a time.
16. The "per use" fee is charged for practices, as well as games. See the Facility Reservations Policy adopted on 8/15/2013 for full details.

Field	Cost Per Prep	Amount of Preps Requested	Total Prep Cost
Large fields: Bark River, Nixon, Hartbrook, Centennial & Penbrook	\$60		
Joliet, Hartbrook (Small), Nixon T-Ball	\$20		
Soccer/Lacrosse	\$80		
Football Field	\$80		

Ashtyn Morrison

Sales, WI
1013 Oak Ave
Tomah, WI 54660
(cell) 608-438-5317
bolandrecwi@mediacombb.net



www.bolandrecreation.com

2347 Oak Park Road
Marshalltown, IA 50158
1-800-798-7589
641-752-7589

Hartbrook Park
Hartland, WI
November 15, 2024

Option 1 (CD227251): \$97,949

*Includes equipment, freight, and installation of equipment

*Does not include the merry go round and swings (currently in the park)

*These are 2024 prices for if you order before the end of the year and have it delivered whenever it is ready (roughly 8 weeks). If you order in 2024, but want the delivery to wait until closer to installation in the spring, we will require a 25% down payment in January.

Prepared by: Mark Boland

Customer signature: _____

date: _____

Prices shown above are good for 30 days, (after 30 days, the quote will have to be updated due to volatility in the prices)

*Prices **DO NOT** include sales tax, if applicable*

Payment for materials is due no later than 30 days after delivery.

Payment for installation services is due no later than 15 days after completion of work.

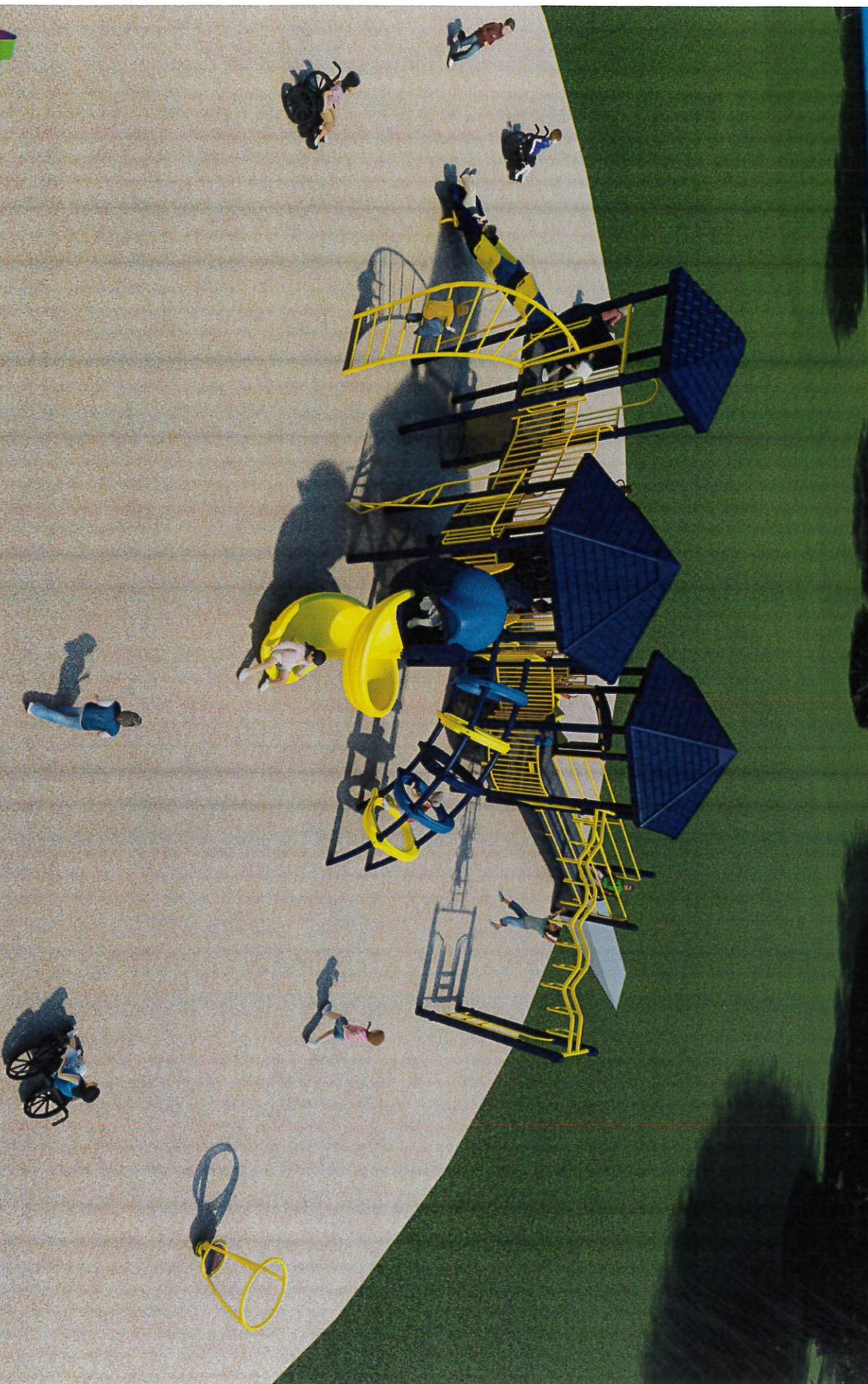
Boland Recreation reserves the right to charge a 1.5% fee on past due invoices.

Equipment lead times are approximately 6-8 weeks after the order has been placed. All orders are subject to delay, we appreciate your understanding.

NOTE: Boland Recreation, Inc. is **NOT RESPONSIBLE** for unloading of equipment, storage, permits, fees, ground preparation, installation (unless specifically stated above), pea gravel, borders, dumpster/disposal of trash, sales tax, or anything in addition to what is listed above.

Book Park - Option 1
Hartland, WI

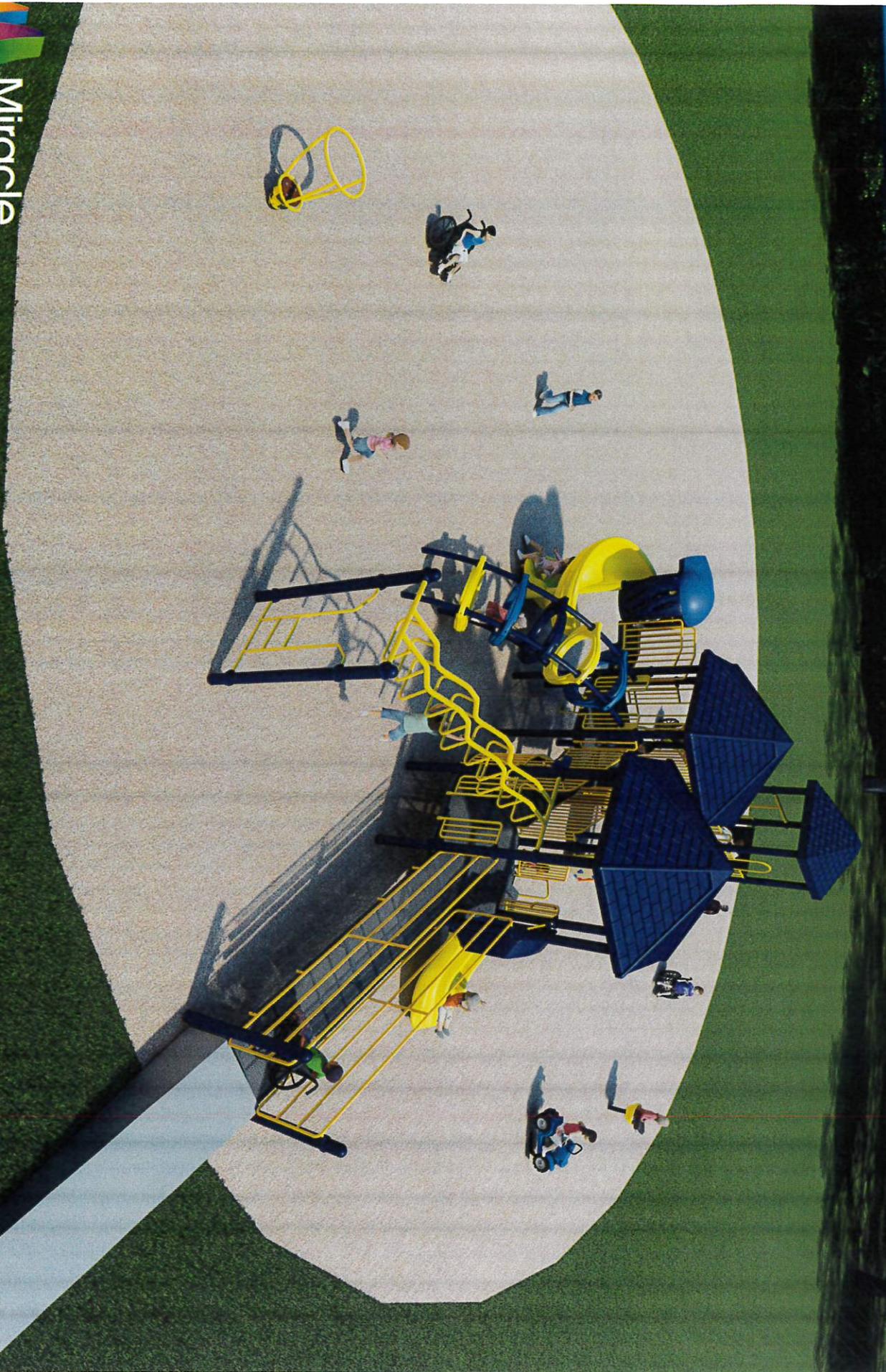
CD227251



www.miracle-recreati

Book Park - Option 1
Hartrand, WI

CD227251



Miracle

www.miracle-recreati



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 Kiwanis of Greater Hartland				
Street Address PO Box 444		City Hartland	State WI	Zip 53029
Phone Number 262-844-3265		Are you a 501(c)3 Organization?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Event Contact Person (First & Last Name) Jim Muenzenberger				
Address 182 Warren Ave		City Hartland	State WI	Zip 53029
Email jlmuenzenberger@yahoo.com		Phone Number 262-844-3265	Day of Event Phone Number 262-844-3265	
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 Kiwanis Thursday Night Ice Games	Date(s) of Event <i>Potential Dates</i> Jan 2, 9, 16, 23, 30; Feb 6, 13, 20, 27, 2025
Event Start Time 6:00pm	Event End Time 8:00pm
Location of the Event* Nixon Park Ice Rink and Warming Hut	
Will your event take place in a Village of Hartland Park?	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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 **In an effort to increase usage of the Nixon Park Ice Rink, the Kiwanis of Greater Hartland would like to provide free hot chocolate and organized games for kids and families on Thursdays in January and February 2025, when the ice rink is open. Examples of games: ice bowling, limbo, etc.**

Estimated Number of Participants unknown	Spectators	Vendors None
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Will alcohol be sold/served? <i>If yes, liquor and bartender licenses are necessary under separate application.</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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Will you be selling/serving food? Free hot chocolate	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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Will you have food trucks? <i>If yes, you will need to obtain Outside Food Vendor Permits under separate application.</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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If yes, how many food trucks will be at the event?		
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Will you be selling merchandise? <i>If yes, you will need to obtain a Solicitor's Permit under separate application.</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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Does the event involve fireworks? <i>If yes, you will need to obtain a Fireworks Permit under separate application.</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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Does the event involve amplified music? Only the music already provided for the ice rink	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, will the amplified music be a:	<input type="checkbox"/> Band	<input type="checkbox"/> DJ
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Hours of amplified music:	
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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?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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Hours of street closure:	
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Diagram for Street Closure Provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Will you need barricades provided by the Village for your event?	Yes	No
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How many barricades needed for your event?	
--	--

"Road Closed" signs requested?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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Will you be erecting any tents, canopies or other temporary structure(s)? <i>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.</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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Will you be providing portable restrooms and wash stations?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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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 No

If yes, where will parking be available? Patrons of the ice rink use the Nixon Park parking lot.

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 of Applicant

11/22/24
 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

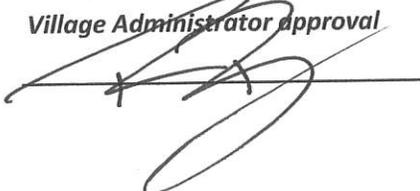
Date: _____

DEPT.	APPROVE	DENY	BY	REASON (if denied)
Bldg. Insp.	✓		SH by S. Pollock	
Clerk	✓		Steve Dow	
Fire	✓		D. J.	
Police	11-25-24		Chief Misko	
Public Works	✓		J. L.	
Rec	11-25-24		Greg	

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 11/25/24



Village of Hartland
 Park Facility Reservation Application
 210 Cottonwood Avenue, Hartland, WI 53029
 Office: 262-367-2714 Fax: 262-367-2430

Permit # _____

Contact Information

Organization Name (if applicable) Kiwanis of Greater Hartland
 Renter or Responsible Party Jim Muenzenberger
 Home/Cell Phone 262-844-3266 Email jlmuenzenberger@yahoo.com
 Address 182 Warren Ave City/Zip Hartland/53029
 If above person cannot be reached Lynn Muenzenberger Phone 262-844-265

Rental Information

Event Date Thursdays in Jan & Feb 2025 Event Type Community Event
 Arrival Time (including set up) 6:00pm Departure Time (including clean up) 8:00pm
 Attendance unknown Electricity Yes No Tax Exempt Yes No (If yes, please complete Form S-211 Wisconsin Sales and Use Tax Exemption Certificate)

Rental Fees

Checks (payable to the Village of Hartland), cash, and credit card are accepted. All fees must be paid at the time of reservation.

- Park Shelter/Open Space**
- Bark River (may not use if athletic field is reserved)
 - Centennial Park
 - Cottonwood Wayside
 - 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 is reserved)
 - Other structures to be placed in park (bounce house, dunk tank, climbing wall, etc.) Deposit Required
 - Open Space Reserved (describe area below)
Warming Hut/Ice Rink

Rental Fee (based on number of attendees)

Attendees	Resident	Non-Resident
<input checked="" type="checkbox"/> 0 – 50	\$85.00	\$140.00
<input type="checkbox"/> 51 – 100	\$100.00	\$155.00
<input type="checkbox"/> 101+	\$150.00	\$205.00

Refundable Deposit (based on the number of attendees)

Attendees	Deposit Amount
<input type="checkbox"/> 1 -100	No deposit required
<input type="checkbox"/> 101 – 200	\$200.00
<input type="checkbox"/> 201 +	\$300.00

* Free community event we are requesting to have the rental fee waived. *

I verify the information provided and agree to the Park Board's policy and Village Ordinance regarding park usage.

James Muenzenberger 11/22/24
 Renter's Signature Date

JAMES MUENZENBERGER
 Renter's Name (please print)

Rental Fee _____
 Tax (5% on Rental Fee) _____
 Deposit (if required) _____
 Structures Deposit (\$100) _____
 Total Due _____

Office use only: Date paid _____ Amount paid _____ Receipt # _____ Processed _____

Park Shelter Use Policies

RESERVATIONS

Picnic area shelters must be reserved for a specific site. All uses must be open to the public and free of charge.

To reserve a park shelter or open space, complete the reservation application form and submit it with the required fees and deposits to the Village of Hartland. Reservations are processed on a first-come, first-serve basis. An authorized representative 18 years old or older of the group who shall be personally responsible for the conduct of the participants and for damages must sign the application. Reservation requests will be accepted beginning January 2 each year. All rental fees include Wisconsin sales tax (where applicable).

Athletic facilities require a separate reservation. If you wish to reserve an athletic facility (soccer field, softball field, volleyball court, etc.), please contact Village Hall staff. No park fields can be reserved with your shelter permit prior to April 1.

LIMITS TO RESERVATION TIME

- Hours for all village parks are sunrise to sunset.
- The Village cannot guarantee privacy to any group.
- Reservations are made for a specific time frame. Set-up and clean-up time must be included in the scheduled time. No equipment, supplies, or materials shall be placed at the facility prior to or after the scheduled reservation time.

LIMITS ON USE OF FACILITIES

- Malt beverages are permitted in all picnic areas when a valid malt beverage permit is applied for and granted through the Village's Administrative Office or Police Department. No other intoxicating liquor products are allowed.
- Parking is permitted in designated areas only. Parking in the picnic areas on the grass is prohibited.
- Individuals must be at least 18 years of age to request a rental permit.
- The Village is not responsible for private equipment or material used in a Village facility.
- All pets must be licensed, on a leash not exceeding six feet in length and under control of its owner at all times. Owners must promptly remove and dispose of any pet waste in a sanitary manner.
- Facility decorations must not be removed. Individuals who wish to decorate may do so as long as the facility is returned to its original condition. Failure to do so will result in loss of the deposit.
- Participants may not pass a collection plate or solicit from the audience. Donations may be accepted at concession areas only. Material distribution must be confined to the concession areas.

FACILITY AMENITIES

- Electricity - Some picnic shelters offer a limited number of electrical outlets. Caution is advised when using electrical services as they are all 20 amp circuits and can be easily overloaded. Due to vandalism, we cannot guarantee electrical availability. Press the red GFI button on the outlet to reset if necessary.
- Picnic tables - There are a limited number of picnic tables available in the parks for all users. Large groups will need to provide their own additional seating. Please respect the rights of others to utilize the park facilities.
- Grills - Some grills are supplied by the Village of Hartland in picnic areas. Caution should be exercised when disposing hot ashes.
- Restroom facilities and parking lots are open to park patrons and not exclusive to the permit holder.

PERMITTED

Tents are permitted only in certain areas when a picnic group has reserved a shelter. Tents are to be placed adjacent to the shelter. Tents may not be placed on the asphalt. Tents may only be set up on the day of the picnic and must be removed the same day. Charges will be assessed for damage incurred during the set-up or removal of tents.

Radios are permitted in all picnic areas. The use of amplification equipment is not permitted. The volume of radios must be kept at a level so as to not unreasonably annoy or disturb the peace and quiet for other park users or surrounding residents in accordance with Section 9.07 of the Municipal Code.

REFUNDS

In the event of cancellation, permit fee may be refunded. A \$10.00 fee may be charged for administrative processing.

Cancellations within 2 weeks of the reservation will not be refunded. Reservations may be altered online or by submitting a written request to the Village of Hartland at least 14 days prior to the reservation. Contact the Village's Administrative Office for further assistance.

REMINDERS

- Disorderly conduct is prohibited.
- Allow time for clean-up. Leave the park and facility in the condition found.
- Any costs for damage or excessive cleanup will be invoiced or deducted from the security deposit.

Payment Method (check all that apply)

Check - Payable to: Village of Hartland – If for any reason a check is returned as “insufficient funds” a service fee of \$25 is charged. Full payment plus service fee must be paid in full to become registered.

Cash

Credit Card – A convenience fee of 4% will be added to your payment for credit and debit card payments.

Required Information for Credit Card Transactions (write legibly)

Check one:

Visa

Master Card

Discover

American Express

Total Amount \$ _____ **Card #** _____ **Expiration Date** _____

Entire name as it appears on the credit card (please print legibly) _____

Signature (required) _____

This portion of the form will be destroyed after transaction is complete.

Kiwanis Thursday Night Ice Games

Time: Every Thursday evening from 6-8pm, during the months of January and February. The village determines when the rink is closed due to inclement weather.

What: Kiwanis provides free hot chocolate and a variety of games during this time.

Who: Kiwanis to provide a minimum of 2 volunteers nightly to set up and run the festivities, make hot cocoa, etc.

Set up: We will rope off no more than half of the ice surface as needed to allow for "free skating space for those who choose not to participate.

Potential games: Since we have some games established from our previous Winter Play Day's we can recycle some of those and add others as needed. Some may need modification to be played on the ice.

Reuse: Ice Bowling, Limbo, Hockey shoot and potentially some of the obstacle course.

Games to be considered/developed: Broom Ball (hockey with brooms), Soccer on skates, Curling.

Ice Skating games needing little to no additional outlay of materials. These activities can be sprinkled in each week for additional fun.

1. Red/light green light- traditional concept on ice. Leaders yell red light green light to start and stop players. If penalized, players return to the start.
2. Statue maker- traditional concept on ice. Leaders turned with their back to the players, turns around to catch them moving. If you're caught, you're out.
3. Freeze Skate- Play music, turn off, last to "freeze" is eliminated, continue until one remains.
4. Follow the leader- Form a line, you must mime what the leader does with hands/arms/legs. Switch leaders, play again.
5. Bean bag race- Skate around balancing a bean bag on your head as long as you can. If it drops you start over. This can be modified into team relays, etc.
6. Skate Chain- Form a line of skaters, circle the rink, increase speed with each lap, those that fall are out this round. Older kids.

7. Four corners- Number each corner of the rink, play music, when music is stopped each skater goes to the nearest corner. Leaders pull a number randomly from a skate boot, those on that number are eliminated. Play continues until only one skater remains.
8. Hokey Pokey- like the non-ice version.
9. Fill the bucket- Break into two teams, one bucket on each side per team. Small balls are spread onto the ice, each team sends one player for one ball at a time. The team with the most balls at the end wins.

Promotion: We may want to produce a two-month schedule of events (featuring what main games are which days) and create a Flyer that can be posted in various places (i.e. Warming shed, Library, Village, coffee shops, etc.). We also have the OK to be promoted on the Village Facebook page. We can add to our pages as well.

Village of Hartland/Hartland Athletic Advancement Association Bark River Park and Canteen Agreement (Revised 11-10-2023)

WHEREAS, the Village of Hartland (hereinafter "Village") owns and maintains a canteen in the Bark River Park in the Village; and

WHEREAS, the canteen is frequently used by Hartland Athletic Advancement Association (hereinafter "HAAA") when games are being played on the ball field,

NOW THEREFORE, THE VILLAGE AND HAAA HEREBY AGREE AS FOLLOWS:

1. The HAAA will apply for all necessary permits required by the Village to sell fermented malt beverages and food product.
2. The HAAA acknowledges that the canteen is located in a designated flood plain/floodway, and hereby releases the Village from any claims that the HAAA may have arising out of flood or water damage to the HAAA equipment/materials in the canteen, at any time in the future.
3. Neither the HAAA nor any other agency may place any advertising, names or logos on the Village property without prior written approval from the Village Park and Recreation Board and Village Board.
4. The responsibility and authority to schedule and allow use of the softball field/shelter, rest rooms and canteen for all HAAA league play and/or any tournaments or other users shall remain solely with the Village. When other users are permitted by the Village to use the facilities, it shall be HAAA's responsibility to secure their equipment and food product prior to the permitted use. It is acknowledged that the HAAA owns certain equipment within the canteen and retains the right to schedule use of their equipment for associated food and beverage sales. **HAAA may sell food and beverage for HAAA events only, unless approved by the Park and Recreation Board.**
5. The HAAA will be allowed to store hand tools, bases, field chalk, chalker and field dry material in the storage room of the canteen. This area shall be kept in a clean and tidy manner at all times.
6. The HAAA shall thoroughly clean the canteen and garage area and remove all equipment and materials from the canteen and garage area with the exception of the shelves, the walk-in cooler, the refrigerator, the standup freezer and the popcorn maker. All electrical devices shall be turned off and unplugged, before October 31st of each year of this agreement.
7. This Agreement is for a period of one year from the date hereof, at the end of that period, the agreement will automatically renew for an additional one-year term unless cancelled by Village Board action. The Village may modify the agreement or, if cancelled, require that HAAA, at their sole expense, remove all of their equipment and restore all Village property to its condition prior to installation of these items (see item thirteen). HAAA may with the Village Park and Recreation Board approval, donate these items to the Village. The Agreement will be reviewed annually by the Village Park and Recreation Board based on input from the Village Staff and the HAAA at their November meeting.

Village of Hartland/Hartland Athletic Advancement Association
Bark River Park and Canteen Agreement (Revised 11-10-2023)

8. The HAAA will be required to maintain, throughout the period of recreational activities, insurance with coverage as provided below:

- A. Comprehensive General Liability Insurance in an amount of at least \$1,000,000. The policy must include the Village and its agents, officers and employees as “additional insured”.
- B. Comprehensive Professional Liability Insurance in an amount of a least \$500,000 for coverage to insure the activities of the coaches, manager, administrators and officers of the organizations engaging in recreational activities on Village Park land is recommended, but not required. The policy should include the Village and its agents, officers and employees as “additional insured”.

The HAAA will be required to maintain, throughout the period of sale of alcoholic beverages, the appropriate alcohol licensing and insurance with coverage as provided below:

- A. Comprehensive Liquor Liability Insurance in an amount of at least \$1,000,000. The policy must include the Village and its agents, officers and employees as “additional insured”. A Certificate of Insurance evidencing the issuance of a policy covering this insurance requirement must be provided to the Village prior to this activity.

9. The HAAA will provide to the Village one set of keys to any locks in the canteen. This will not include any coolers or refrigerators where their product is stored.

10. The HAAA will provide to the Village a **One Thousand (\$1000.00)** dollar deposit that will be refunded if clean-up is satisfactorily completed by October 31st. This may be retained by the Village if damage, other than vandalism, has occurred or cleaning of the facility is required. The Village would charge the current contract labor rate plus 50% for fringe benefits, any material costs and a 3% administrative charge for billing purposes.

11. The HAAA will pay for seventy-five percent (75%) of the electric utility costs during the months of field use, typically; May, June, July, and August. Additional months may be added if there are scheduled games or tournaments in other months. This will be billed on a monthly basis with the HAAA given 30 days to pay the Village. When other users are permitted by the Village to use the facilities, HAAA will only charge an electric use fee commensurate with the use by the user.

12. Neither the HAAA nor any other agency shall make any modifications/alterations to the facility without prior written approval of the Village.

Village of Hartland/Hartland Athletic Advancement Association
Bark River Park and Canteen Agreement (Revised 11-10-2023)

13. The HAAA shall be responsible for keeping the facilities in a clean and sanitary condition at all times. This includes all trash pickup in the park after game use; sweeping up debris in the shelter, around the canteen and in the paved area around the ball field; general housekeeping in the canteen and rest rooms that includes restocking of toilet paper; and removal of debris in the bleachers and dugouts.

14. The HAAA shall indemnify, defend and hold harmless the Village of Hartland and its elected officials, board members and employees from and against any and all claims, costs, expenses, losses, damages, demands, actions or causes of action which may be asserted against or incurred by Village as a result of HAAA use of the property or HAAA items used on property. HAAA shall also maintain its own property and liability insurance that insures its property and damages that may result to Village property under any and all peril. A certificate of insurance shall be provided to the Village at the beginning of each year.

15. The HAAA shall be responsible for the maintenance and/or removal/donation of the following items if this agreement is not renewed.

Park exterior

- A. Field lights, concrete bases and wiring
- B. Score board and wiring
- C. Score booth and stairs
- D. Flag pole and Flag

Canteen interior

- A. Walk in cooler
- B. Standup freezer
- C. Refrigerator
- D. Popcorn maker
- E. Sound system and wiring
- F. Speakers and mounts
- G. Desk
- H. All shelving units
- I. Hand tools and equipment

Canteen storage room

- A. hand tools
- B. bases
- C. field chalk
- D. chalker
- E. field dry material

Village of Hartland/Hartland Athletic Advancement Association
Bark River Park and Canteen Agreement (Revised 11-02-2015)

Dated this _____ day of _____, _____.

Village of Hartland

By: _____

Ryan Bailey, Village Manager

Hartland Athletic Advancement Association

By: _____

Printed Name: _____

Title: President _____

**Village of Hartland/Flanagan – Dorn Post 294 American Legion
Nixon Park and Canteen Agreement** (Revised 11/10/23)

WHEREAS, the Village of Hartland (hereinafter "Village") owns and maintains a canteen in the Nixon Park in the Village; and

WHEREAS, the canteen is frequently used by Flanagan – Dorn Post 294 American Legion (hereinafter "Flanagan – Dorn Post") when games are being played on the ball field,

**NOW THEREFORE, THE VILLAGE AND DORN POST 294 AMERICAN LEGION
HEREBY AGREE AS FOLLOWS:**

1. The Flanagan – Dorn Post will apply for all necessary permits required by the Village to sell fermented malt beverages and food product.
2. Neither the Flanagan – Dorn Post nor any other agency may place any advertising, names or logos on the Village property without prior written approval from the Village Park and Recreation Board and Village Board.
3. The responsibility and authority to schedule and allow use of the ballfield and canteen for all Flanagan – Dorn Post league play and/or any tournaments or other users shall remain solely with the Village. When other users are permitted by the Village to use the facilities, it shall be Flanagan – Dorn Post's responsibility to secure their equipment and food product prior to the permitted use. It is acknowledged that the Flanagan – Dorn Post owns certain equipment within the canteen and retains the right to schedule use of their equipment for associated food and beverage sales.
4. The Flanagan – Dorn Post shall thoroughly clean the canteen area and remove all equipment and materials from the canteen with the exception of the refrigerators before October 15th of the year of this agreement. Any electrical devices shall be turned off and unplugged by the above date.
5. This Agreement is for a period of one year from the date hereof, at the end of that period, the agreement will automatically renew for an additional one-year term unless cancelled by Village Board action. The Village may modify the agreement or, if cancelled, require that Flanagan – Dorn Post, at their sole expense, remove all of their equipment and restore all Village property to its condition prior to installation of these items (see item eleven). Flanagan – Dorn Post may, with the Village Park and Recreation Board approval, donate these items to the Village. The Agreement will be reviewed annually by the Village Park and Recreation Board based on input from the Village Staff and the Flanagan – Dorn Post.
6. The Flanagan – Dorn Post will provide to the Village one set of keys to any locks in the canteen. This will not include any refrigerators where their product is stored.
7. The Flanagan – Dorn Post will provide to the Village a **One Thousand (\$1000.00)** dollar deposit that will be refunded if clean-up is satisfactorily completed by October 31st. This may be retained by the Village if damage, other than vandalism, has occurred or cleaning of the facility is required. The Village would charge the current contract labor rate plus 50% for fringe benefits, any material costs and a 3% administrative charge for billing purposes.

**Village of Hartland/ Flanagan – Dorn Post 294 American Legion
Nixon Park and Canteen Agreement** (Revised 11/10/2023)

8. The Flanagan – Dorn Post will pay for fifty percent (50%) of the electric utility costs during the months of field use, typically; June and July. Additional months may be added if there are scheduled games or tournaments in other months. This will be billed on a monthly basis with the Flanagan – Dorn Post given 30 days to pay the Village.

9. Neither the Flanagan – Dorn Post nor any other agency shall make any modifications/alterations to the facility without prior written approval of the Village.

10. The Flanagan – Dorn Post shall be responsible for keeping the facilities in a clean and sanitary condition at all times. This includes all trash pickup in the park after game use; sweeping around the canteen; general housekeeping in the canteen and rest rooms that includes restocking of toilet paper; and removal of debris in and around the bleachers and dugouts.

11. The Flanagan – Dorn Post shall indemnify, defend and hold harmless the Village of Hartland and its elected officials, board members and employees from and against any and all claims, costs, expenses, losses, damages, demands, actions or causes of action which may be asserted against or incurred by Village as a result of Flanagan – Dorn Post use of the property or Flanagan – Dorn Post items used on property. Flanagan – Dorn Post shall also maintain its own property and liability insurance that insures its property and damages that may result to Village property under any and all peril. A certificate of insurance shall be provided to the Village at the beginning of each year.

12. The Flanagan – Dorn Post will be required to maintain, throughout the period of recreational activities, insurance with coverage as provided below:

- A. Comprehensive General Liability Insurance in an amount of at least \$1,000,000. The policy must include the Village and its agents, officers and employees as “additional insured”.
- B. Comprehensive Professional Liability Insurance in an amount of a least \$500,000 for coverage to insure the activities of the coaches, manager, administrators and officers of the organizations engaging in recreational activities on Village Park land is recommended, but not required. The policy should include the Village and its agents, officers and employees as “additional insured”.

The Flanagan – Dorn Post will be required to maintain, throughout the period of sale of alcoholic beverages, the appropriate alcohol licensing and insurance with coverage as provided below:

Village of Hartland/ Flanagan – Dorn Post 294 American Legion
Nixon Park and Canteen Agreement (Revised 11/10/2023)

A. Comprehensive Liquor Liability Insurance in an amount of at least \$1,000,000. The policy must include the Village and its agents, officers and employees as “additional insured”. A Certificate of Insurance evidencing the issuance of a policy covering this insurance requirement must be provided to the Village prior to this activity.

13. The Flanagan – Dorn Post shall be responsible for the maintenance and or removal/donation of the following items if this agreement is not renewed.

Canteen interior

A. Refrigerator unit

Dated this _____ day of _____, _____.

Village of Hartland

By: _____

Ryan Bailey, Village Manager

Flanagan – Dorn Post 294 American Legion Representative

By: _____

Printed Name: _____

Title: _____

Village of Hartland/Hartland Athletic Advancement Association
Nixon Park and Canteen Agreement (Revised 11-10-2023)

WHEREAS, the Village of Hartland (hereinafter "Village") owns and maintains a canteen in the Nixon Park in the Village; and

WHEREAS, the canteen is frequently used by Hartland Athletic Advancement Association (hereinafter "HAAA") when games are being played on the ball field,

NOW THEREFORE, THE VILLAGE AND HAAA HEREBY AGREE AS FOLLOWS:

1. The HAAA will apply for all necessary permits required by the Village to sell fermented malt beverages and food product.
2. Neither the HAAA nor any other agency may place any advertising, names or logos on the Village property without prior written approval from the Village Park and Recreation Board and Village Board.
3. The responsibility and authority to schedule and allow use of the ball field and canteen for all HAAA league play and/or any tournaments or other users shall remain solely with the Village. When other users are permitted by the Village to use the facilities, it shall be HAAA's responsibility to secure their equipment and food product prior to the permitted use. It is acknowledged that the HAAA owns certain equipment within the canteen and retains the right to schedule use of their equipment for associated food and beverage sales.
4. The HAAA shall thoroughly clean the canteen area and remove all equipment and materials from the canteen with the exception of the refrigerators, before October 15th of the year of this agreement. Any electrical devices shall be turned off and unplugged by the above date.
5. This Agreement is for a period of one year from the date hereof, at the end of that period, the agreement will automatically renew for an additional one-year term unless cancelled by Village Board action. The Village may modify the agreement or, if cancelled, require that HAAA, at their sole expense, remove all of their equipment and restore all Village property to its condition prior to installation of these items (see item eleven). HAAA may with the Village Park and Recreation Board approval, donate these items to the Village. The Agreement will be reviewed annually by the Village Park and Recreation Board based on input from the Village Staff and the HAAA at their November meeting.
6. The HAAA will provide to the Village one set of keys to any locks in the canteen. This will not include any refrigerators where their product is stored.
7. The HAAA will provide to the Village a **One Thousand (\$1000.00)** dollar deposit that will be refunded if clean-up is satisfactorily completed by October 31st. This may be retained by the Village if damage, other than vandalism, has occurred or cleaning of the facility is required. The Village would charge the current contract labor rate plus 50% for fringe benefits, any material costs and a 3% administrative charge for billing purposes.

Village of Hartland/Hartland Athletic Advancement Association
Nixon Park and Canteen Agreement (Revised 11-10-2023)

8. The HAAA will pay for seventy-five percent (75%) of the electric utility costs during the months of field use, typically; May, June, July, and August. Additional months may be added if there are scheduled games or tournaments in other months. This will be billed on a monthly basis with the HAAA given 30 days to pay the Village.
9. Neither the HAAA nor any other agency shall make any modifications/alterations to the facility without prior written approval of the Village.
10. The HAAA shall be responsible for keeping the facilities in a clean and sanitary condition at all times. This includes all trash pickup in the park after game use; sweeping around the canteen; general housekeeping in the canteen and rest rooms that includes restocking of toilet paper; and removal of debris in and around the bleachers and dugouts.
11. The HAAA shall indemnify, defend and hold harmless the Village of Hartland and its elected officials, board members and employees from and against any and all claims, costs, expenses, losses, damages, demands, actions or causes of action which may be asserted against or incurred by Village as a result of HAAA use of the property or HAAA items used on property. HAAA shall also maintain its own property and liability insurance that insures its property and damages that may result to Village property under any and all peril. A certificate of insurance shall be provided to the Village at the beginning of each year.
12. The HAAA will be required to maintain, throughout the period of recreational activities, insurance with coverage as provided below:
 - A. Comprehensive General Liability Insurance in an amount of at least \$1,000,000. The policy must include the Village and its agents, officers and employees as “additional insured”.
 - B. Comprehensive Professional Liability Insurance in an amount of a least \$500,000 for coverage to insure the activities of the coaches, manager, administrators and officers of the organizations engaging in recreational activities on Village Park land is recommended, but not required. The policy should include the Village and its agents, officers and employees as “additional insured”.

The HAAA will be required to maintain, throughout the period of sale of alcoholic beverages, the appropriate alcohol licensing and insurance with coverage as provided below:

- A. Comprehensive Liquor Liability Insurance in an amount of at least \$1,000,000. The policy must include the Village and its agents, officers and employees as “additional insured”. A Certificate of Insurance evidencing the issuance of a policy covering this insurance requirement must be provided to the Village prior to this activity.

Village of Hartland/Hartland Athletic Advancement Association
Nixon Park and Canteen Agreement (revised 11-10-2023)

13. The HAAA shall be responsible for the maintenance and or removal/donation of the following items if this agreement is not renewed.

Park exterior

- A. Scoreboard and wiring
- B. Sound equipment

Canteen interior

- A. Refrigerator units
- B. Hand tools and equipment

Dated this _____ day of _____, _____.

Village of Hartland

By: _____

Ryan Bailey, Village Manager

Hartland Athletic Advancement Association President

By: _____

Printed Name: _____

Title: President

Village of Hartland/Lake Country Chiefs Centennial Park Use Agreement

WHEREAS, the Village of Hartland (hereinafter "Village") owns and maintains a public park and soccer field in Centennial Park in the Village; and

WHEREAS, Lake Country Chiefs (hereinafter "LCC") desires to use said field for scrimmage game for the LCC team,

NOW THEREFORE, THE VILLAGE AND LCC HEREBY AGREE AS FOLLOWS:

1. LCC will apply for the use of the football field for their use by way of a Village provided Athletic Facility Reservation Form.
2. LCC is intending to use the football field for scrimmage for their 8th grade team.
3. The Village will provide standard field maintenance as necessary including watering, weed/pest control, and cutting.
4. The Village agrees to a cut grass to length of 3 inches. Standard cutting frequency is weekly.
5. The Village will provide refuse/recycling collection.
6. The Village will provide restroom maintenance and cleaning.
7. LCC will adhere to the Village Field Use Guidelines.
8. LCC will perform any and all required or desired field marking/painting.
9. LCC will provide field equipment including, but not limited to, goals and other equipment necessary for practice or games.
10. Goals and equipment must be removed from the park at the end of the scrimmage game.
11. LCC will clean area after each use and deposit trash/recyclable items into collection containers.
12. If fields are damaged, repairs to the field will be done by a contractor hired by the Village. The User Group will be responsible for the cost.
13. LCC and The Village will coordinate and agree on field use and cancellation due to weather or field conditions.
14. The fee to use the football field is \$105.00 per use. This is for scrimmage game. LCC will pay the full amount for the intended use of the football field prior to any use.
15. LCC will provide the Village a one thousand (\$1,000.00) dollar deposit that will be refunded if clean-up and field restoration is satisfactorily completed by September 1st. This may be retained by the Village if damage, other than vandalism, has occurred or cleaning of the facility is required. Additional funds shall be billed should the deposit not be enough to repair any damage to the field because of their use. The Village would charge the current labor rate plus 50% for fringe benefits and any material costs in addition to a 3% administrative charge for billing purposes.
16. Neither LCC nor any other agency may place any advertising, names or logos on the Village property without prior written approval from the Village Park and Recreation Board and Village Board.
17. This Agreement is just for the current proposed use and will not be automatically renewed.

Village of Hartland/Lake Country Chiefs Centennial Park Use Agreement

18. If the agreement is terminated, LCC, at their sole expense, shall remove all of their equipment and restore all Village property to its condition prior to installation of these items (see Paragraph 11).
19. In connection with the use and areas and facilities to be used pursuant to this Agreement, each of the parties shall be responsible for the acts and omissions of their respective officers, employees and agents giving rise to any liability, claims, demands, legal actions or suits, fines, costs and related expenses of any kind in connection with any damage, injury or death to person or damage or injury to property.
20. Nothing in this Agreement shall be construed to make the agent(s) of one party the agent(s) of the other.
21. Nothing contained within this agreement is intended to be a waiver or estoppels of the Village or LCC or their respective insurers to rely upon the limitations, defenses, and immunities contained within Wisconsin law, including those contained within Wisconsin Statutes 893.80, 895.475 through 895.62 and 345.05.
22. LCC will be required to maintain, throughout the period of recreational activities, insurance with coverage as provided below. The policy shall include the Village and its agents, officers and employees as “additional insured”.
 - A. Comprehensive General Liability Insurance in an amount of at least \$1,000,000. The policy must include the Village and its agents, officers and employees as “additional insured” along with the appropriate endorsement pages.
 - B. Comprehensive Professional Liability Insurance in an amount of a least \$500,000 for coverage to insure the activities of the coaches, manager, administrators and officers of the organizations engaging in recreational activities on Village Park land.
23. Neither LCC nor any other agency shall make any modifications/alterations to the facility without prior written approval of the Village.
24. LCC shall indemnify, defend and hold harmless the Village of Hartland and its elected officials, board members and employees from and against any and all claims, costs, expenses, losses, damages, demands, actions or causes of action which may be asserted against or incurred by Village as a result of LCC use of the property or LCC items used on property. A certificate of insurance shall be provided to the Village at the beginning of each year.

Dated this _____ day of _____ 2024.

Village of Hartland

By: _____
Ryan Bailey, Village Manager

Village of Hartland/Lake Country Chiefs
Centennial Park Use Agreement

Lake Country Chiefs

By: _____

Printed Name: _____

Title: _____

Village of Hartland/Arrowhead Youth Lacrosse

Centennial Park Use Agreement

WHEREAS, the Village of Hartland (hereinafter "Village") owns and maintains a public park and soccer field in Centennial Park in the Village; and

WHEREAS, Arrowhead Youth Lacrosse (hereinafter "AYL") desires to use said field for certain games for the AYL teams,

NOW THEREFORE, THE VILLAGE AND AYL HEREBY AGREE AS FOLLOWS:

1. AYL will apply for the use of the soccer and football fields for their use by way of a Village provided Athletic Facility Reservation Form.
2. AYL is intending the use of the soccer and football fields for games and practices of their grade school aged teams.
3. The Village will provide standard field maintenance as necessary including watering, weed/pest control, and cutting.
4. Village agrees to a cut length of 3 inches during the season. Standard cutting frequency is weekly.
5. Village will provide refuse/recycling collection.
6. Village will provide restroom maintenance and cleaning.
7. AYL will adhere to the Village Field Use Guidelines.
8. AYL will perform any and all required or desired field marking/painting.
9. AYL will provide field equipment including, but not limited to, goals and other equipment necessary for practice or games.
10. AYL will be allowed to store goals at the Park provided they are secured in an agreeable location. The paint and field painter items will need to be brought in for each use.
11. **Goals and equipment must be removed from the Park at the close of each season.**
12. AYL will clean area after each use and deposit trash/recyclable items into collection containers.
13. If fields are damaged, repairs to the field will be done by a contractor hired by the Village. The User Group will be responsible for the cost.
14. AYL and Village will coordinate and agree on field use and cancellations due to weather or field conditions.
15. The fees to use the soccer and football fields will defer to the Athletic Facility Application. This includes games and practices. AYL will pay the full amount for the intended use of the soccer and football fields prior to any use.
16. AYL will provide to the Village a one thousand (\$1,000.00) dollar deposit that will be refunded if clean-up and field restoration is satisfactorily completed by July 1st. This may be retained by the Village if damage, other than vandalism, has occurred or cleaning of the facility is required. Additional funds shall be billed should the deposit not be enough to repair any damage to the field because of their use. The Village would charge the current labor rate

Village of Hartland/Arrowhead Youth Lacrosse Centennial Park Use Agreement

- plus 50% for fringe benefits and any material costs in addition to a 3% administrative charge for billing purposes.
17. Neither AYL nor any other agency may place any advertising, names or logos on the Village property without prior written approval from the Village Park and Recreation Board and Village Board.
 18. This Agreement is just for the current proposed use and will not be automatically renewed.
 19. If the agreement is terminated, AYL, at their sole expense, shall remove all of their equipment and restore all Village property to its condition prior to installation of these items (see Paragraph 11).
 20. In connection with the use and areas and facilities to be used pursuant to this Agreement, each of the parties shall be responsible for the acts and omissions of their respective officers, employees and agents giving rise to any liability, claims, demands, legal actions or suits, fines, costs and related expenses of any kind in connection with any damage, injury or death to person or damage or injury to property.
 21. Nothing in this Agreement shall be construed to make the agent(s) of one party the agent(s) of the other.
 22. Nothing contained within this agreement is intended to be a waiver or estoppels of the Village or AYL or their respective insurers to rely upon the limitations, defenses, and immunities contained within Wisconsin law, including those contained within Wisconsin Statutes 893.80, 895.475 through 895.62 and 345.05.
 23. AYL will be required to maintain, throughout the period of recreational activities, insurance with coverage as provided below. The policy shall include the Village and its agents, officers and employees as “additional insured”.
 - A. Comprehensive General Liability Insurance in an amount of at least \$1,000,000. The policy must include the Village and its agents, officers and employees as “additional insured” along with the appropriate endorsement pages.
 - B. Comprehensive Professional Liability Insurance in an amount of a least \$500,000 for coverage to insure the activities of the coaches, manager, administrators and officers of the organizations engaging in recreational activities on Village Park land.
 23. Neither AYL nor any other agency shall make any modifications/alterations to the facility without prior written approval of the Village.
 24. AYL shall indemnify, defend and hold harmless the Village of Hartland and its elected officials, board members and employees from and against any and all claims, costs, expenses, losses, damages, demands, actions or causes of action which may be asserted against or incurred by Village as a result of AYL use of the property or AYL items used on property. A certificate of insurance shall be provided to the Village at the beginning of each year.

Dated this _____ day of _____ 2024.

Village of Hartland/Arrowhead Youth Lacrosse
Centennial Park Use Agreement

Village of Hartland

By: _____
Ryan Bailey, Village Manager

Arrowhead Youth Lacrosse

By: _____

Printed Name: _____

Title:

Village of Hartland/Oconomowoc Rugby Club Centennial Park Use Agreement

WHEREAS, the Village of Hartland (hereinafter "Village") owns and maintains a public park and football field in Centennial Park in the Village; and

WHEREAS, the football field is proposed to be used by the Oconomowoc Rugby Club (hereinafter "ORC") for games being played on the soccer field and football field,

NOW THEREFORE, THE VILLAGE AND NLS HEREBY AGREE AS FOLLOWS:

1. ORC will apply for the use of the soccer and football field for the tournament by way of a Village provided Athletic Facility Reservation Form and signed agreement.
2. ORC is intending the use of the soccer and football field for a tournament for Rugby football teams.
3. Use of score board and press box for games is to be coordinated with the Lake Country Chiefs who own these items.
4. The Village will provide standard field maintenance as necessary including watering, weed/pest control, and cutting.
5. Village agrees to a cut length of 3 inches for the tournament. Standard cutting frequency is weekly.
6. Village will provide refuse/recycling collection.
7. Village will provide restroom maintenance and cleaning from April 15th – October 15th weather permitting.
8. ORC will adhere to the Village Field Use Guidelines.
9. ORC will provide field equipment including, but not limited to, sideline and goal markings/flags, down markers and other equipment necessary for games.
10. ORC will clean area after the tournament and deposit trash/recyclable items into collection containers. This includes the soccer field, bleachers, parking lot and surrounding park land area.
11. ORC and Village will coordinate and agree on field use and cancellation due to weather or field conditions.
12. The fees to use the soccer and football fields will defer to the Athletic Facility Application. This includes games and practices. ORC will the full amount for the intended use of the soccer and football fields prior to any use.

Village of Hartland/Oconomowoc Rugby Club Centennial Park Use Agreement

13. Neither ORC nor any other agency may place any advertising, names or logos on the Village property without prior written approval from the Village Park and Recreation Board and Village Board.
14. ORC will not be allowed to store hand tools, equipment, field paint, or field painter at the park.
15. This agreement is for the date of ____ from __ am to __ pm. If the agreement is cancelled, the Village requires that ORC, at their sole expense, remove all of their equipment and restore all Village property to its condition prior to installation of these items and ORC's use (see item eleven). Notwithstanding paragraph 16, this agreement may be cancelled at any time by the Village Board in the event ORC fails to adhere to the terms of this agreement, especially as they relate to repair of the field after each use to make the surface acceptable by the Village's standards for use by another group.
17. The ORC will be required to maintain, throughout the period of the tournament, insurance with coverage as provided below:
 - A. Comprehensive General Liability Insurance in an amount of at least \$1,000,000. The policy must include the Village and its agents, officers and employees as "additional insured" along with the appropriate endorsement pages.
 - B. Comprehensive Professional Liability Insurance in an amount of a least \$1,000,000 for coverage to insure the activities of the coaches, manager, administrators and officers of the organizations engaging in recreational activities on Village Park land is recommended, but not required. The policy should include the Village and its agents, officers and employees as "additional insured".
18. The ORC will provide to the Village a one thousand (\$1,000.00) dollar deposit that will be refunded if clean-up and field restoration is satisfactorily completed by July 1st. This may be retained by the Village if damage, other than vandalism, has occurred or cleaning of the facility is required. Additional funds shall be billed should the deposit not be enough to repair any damage to the field because of their use. The Village would charge the current labor rate plus 50% for fringe benefits and any material costs in addition to a 3% administrative charge for billing purposes.
19. Neither the ORC nor any other agency shall make any modifications/alterations to the facility without prior written approval of the Village.
20. The ORC shall indemnify, defend and hold harmless the Village of Hartland and its elected officials, board members and employees from and against any and all claims, costs, expenses, losses, damages, demands, actions or causes of action which may be asserted against or incurred by Village as a result of ORC use of the property or ORC items used on property. A certificate of insurance shall be provided to the Village at the beginning of each year.

Village of Hartland/Oconomowoc Rugby Club
Centennial Park Use Agreement

Dated this _____ day of _____, _____.

Village of Hartland

By: _____

Ryan Bailey, Village Manager

Oconomowoc Rugby Club

By: _____

Printed Name: _____

Title: _____

PREMIER | GOLF & UTILITY VEHICLES, INC.

Club Car Authorized Distributor

Date of Quote: August 15, 2024
 Sales Person: Darrin DiChristopher
608-516-4710 cell
608-246-2811 Fax

TO: Leo Jungbluth
 Village of Hartland DPW

WE ARE PLEASED TO SUBMIT THE FOLLOWING QUOTATION:

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENSION PRICE
1	<p>New 2025 Club Car Carryall 502 Gasoline Powered Utility Vehicle equipped as follows:</p> <ul style="list-style-type: none"> ➤ 14 H.P. Electronic Fuel Injection OHV Engine ➤ 4-Wheel Brakes ➤ Front Body Color Options – Green, Bright Blue, White, or Gray ➤ Seat Color – Gray ➤ Dual USB Ports ➤ Halogen Headlights, Fuel Gauge / Hour Meter ➤ Heavy Duty Front Suspension ➤ Premium Tread 6-ply rated Front Tires – 18x8.5-8 ➤ Extra Traction 6-ply rated Rear Tires – 18x8.5-8 ➤ Aluminum Cargo Manual Dump Box – 44.2” x 47.5” x 10.5”, 800lb Bed Capacity, 1200lb Total Capacity ➤ Rhino Lined Floor of Cargo Box ➤ Driver and Passenger side Cup Holders ➤ Heavy-Duty Front Brush Guard ➤ Differential Guard ➤ 2” Rear Receiver Hitch ➤ Industry Leading 3 Year/3,000 Hour Powertrain Warranty with 2 Year Limited Warranty on balance of vehicle ➤ Freight and Installation 		<p>\$13,959.00 Plus tax</p>
TERMS C.O.D.	F.O.B. Hartland, WI.	APPROX. DELIVERY DATE TBD	QUOTE VALID 30 Days

Accepted By: _____

Date: _____

Title: _____

Thank you for your interest in Club Car

Premier Golf & Utility Vehicles, Inc.

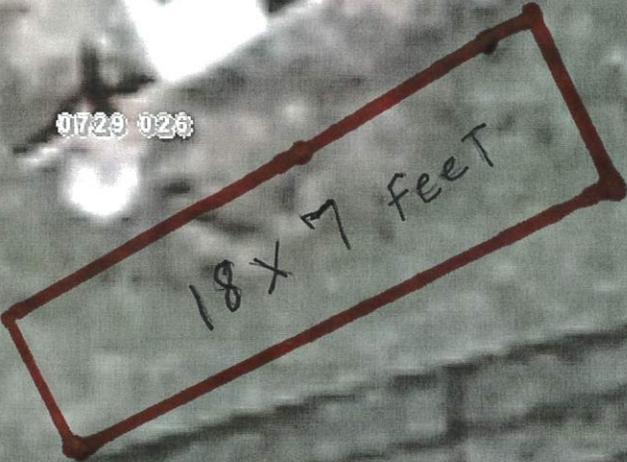
by: _____

Darrin DiChristopher





0729 026



18

Village of Hartland GIS



Village of Hartland

210 Cottonwood Ave
Hartland, WI 53029
262-367-2714

DISCLAIMER:

This map is not a survey of the actual boundary of any property this map depicts.

The Village of Hartland does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.



SCALE: 1 = 5'

Print Date: 11/20/2024