



# SPECIAL EVENT PACKET

INFORMATION  
FORMS  
FEES





## SPECIAL EVENT PACKET

*Special event* means any activity, which occurs upon public or private property that will affect the standard and ordinary use of public streets, public parks, rights-of-way, or sidewalks, and/or which requires extraordinary levels of village services. This may include, but is not limited to, fairs, festivals, sporting events, foot runs, bike races, markets, parades, exhibitions, auctions, and dances.

- Step 1:** Complete the **Special Event Permit Application** Fee: \$75

**Alcohol:** Will alcohol be sold or served? You will need to contact the Village Clerk or Deputy Clerk to discuss.

**Food:** Will you be selling or serving food? Food vendors need to complete a Park Food Vendor Application – fees are on page 3 of the application. Each vendor needs an (1) application, (2) certificate of insurance and (3) mobile/restaurant license submitted with the application and fee. Food trucks must vend from indicated areas on the enclosed map. If your event is not in a park and you would like food vending, you will need to contact the Village Clerk or Deputy Clerk to discuss.

**Map:** You must attach a detailed map of your event indicating the specific location and layout, including vendors, generators, parking, proposed road closures, structures and portable toilets. If your event is large, it is helpful to include an event summary that you prepare on a separate page. The more information you include, the fewer questions the Park Board and/or Village Board will have.

- Step 2:** If you would like your event at a Village Park, you will need to complete a **Park Facility Reservation Application**, fee and deposit are determined by attendance. There is a separate application for the Fine Arts Center (available online or in Administration Office).
- Step 3:** Submit all applications and fees in person at the Administration Office in Village Hall. Your certificate of insurance is required before the permit is issued. Food vendor applications may be submitted separately.
- Step 4:** You will need to appear at a Park Board and/or Village Board meeting to answer any questions about your event





210 Cottonwood Avenue  
 Hartland WI 53029  
 262-367-2714 FAX: 262-367-2430  
[www.villageofhartland.wi.gov](http://www.villageofhartland.wi.gov)

## SPECIAL EVENT PERMIT APPLICATION

Permit approved	_____	Date	_____
Permit fees paid	_____	Date	_____
Deposit paid	_____	Date	_____
Deposit returned	_____	Date	_____
<b>FEES ARE NON-REFUNDABLE</b>			

**APPLICATION AND PERMIT FEES ARE REQUESTED 60 DAYS PRIOR TO YOUR EVENT. EVENTS WITHIN 60 DAYS ARE SUBJECT TO DENIAL BY VILLAGE STAFF OR THE VILLAGE BOARD.**

ORGANIZATION INFORMATION			
Name of Organization			
Street Address	City	State	Zip
Phone Number	Are you a 501(c)3 Organization?		Yes No
Event Contact Person (First & Last Name)			
Address	City	State	Zip
Email	Phone Number	Day of Event Phone Number	
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	Date(s) of Event
Event Start Time	Event End Time
Location of the Event*	
Will your event take place in a Village of Hartland Park?	Yes No
<p><b>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.</b></p> <p><b>*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.</b></p>	

OTHER INFORMATION			
Generally describe your event and its purpose			
Estimated Number of Participants	Spectators	Vendors	
Will alcohol be sold/served? <i>If yes, liquor and bartender licenses are necessary under separate application.</i>		Yes	No
Will you be selling/serving food?		Yes	No
Will you have food trucks? <i>If yes, you will need to obtain Outside Food Vendor Permits under separate application.</i>		Yes	No
If yes, how many food trucks will be at the event?			
Will you be selling merchandise? <i>If yes, you will need to obtain a Solicitor's Permit under separate application.</i>		Yes	No
Does the event involve fireworks? <i>If yes, you will need to obtain a Fireworks Permit under separate application.</i>		Yes	No
Does the event involve amplified music?		Yes	No
If yes, will the amplified music be a:		Band	DJ
Hours of amplified music:			
<b>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.</b>			
Is street closure requested?		Yes	No
Hours of street closure:			
Diagram for Street Closure Provided?		Yes	No
Will you need barricades provided by the Village for your event?		Yes	No
How many barricades needed for your event?			
"Road Closed" signs requested?		Yes	No
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>		Yes	No
Will you be providing portable restrooms and wash stations?		Yes	No

**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?*

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

\_\_\_\_\_  
Date

**For staff use only**

Park/Rec. Board approval, if necessary, on:

\_\_\_\_\_

Application forwarded to:

- Administrator
- Building Inspector
- Fire Chief
- Police Chief
- Public Works Director
- Rec Director

Village Board approval, if necessary, on:

\_\_\_\_\_

Date: \_\_\_\_\_

DEPT.	APPROVE	DENY	BY	REASON (if denied)
Bldg. Insp.				
Clerk				
Fire				
Police				
Public Works				
Rec				

**Fees**

_____ Outside Food Vendors	_____ Special Event Permit	<b>TOTAL FEES</b> _____
_____ 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**  
\_\_\_\_\_



Village of Hartland

Park Food Vendor Application

210 Cottonwood Ave, Hartland, WI 53029
Office: (262) 367-2714 Fax: (262) 367-2430

Contact Information

Business Name \_\_\_\_\_

Business Owner Name \_\_\_\_\_

Home/Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City/Zip \_\_\_\_\_

Food vendors that hold a Retail Food License are required to provide a copy with proof of insurance.

- Copy of Retail Food Facilities license issued by Waukesha County or State of Wisconsin
Copy of Proof of Insurance

Food vendors and products that do not require a Retail Food License: (check if applicable):

- non-profit church sports event prepacked products
Homemade baked goods - goods produced in baker's home that are shelf stable & do not require refrigeration.
Pickles, sauerkraut, jam, jellies, salsas and applesauce.

Event Information

Person/Group Reserving Park Facility/Event Name \_\_\_\_\_

Event Location: \_\_\_\_\_ Event Date \_\_\_\_\_

Arrival Time (include set-up time) \_\_\_\_\_ Departure Time (include clean-up time) \_\_\_\_\_

Description of what will be sold: \_\_\_\_\_

Location where food will be sold: \_\_\_\_\_

Food Vendor Fee

See page 3 for fees -

Check, cash and credit card are accepted (checks payable to Village of Hartland). Fees and deposits must be paid at the time of application.

Application must be approved by the Village's Park and Recreation Board. I verify the information provided and agree to the Park Board's Policy and Village Ordinance regarding Park Usage.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (please print) \_\_\_\_\_

Park Food Vendor Fee \_\_\_\_\_

Office Use Only: Date Paid \_\_\_\_\_ Amount Paid \_\_\_\_\_ Receipt # \_\_\_\_\_ Processed \_\_\_\_\_

# Village of Hartland Parks Food Truck Policy

## **Policy Statement**

Mobile food facilities (MFF) are allowed in the Village of Hartland parks only with an approved park use form IE: Fine arts center, Park shelter etc. and approval of the Village Park board prior to the event or park use. Mobile food facilities include, but are not limited to trucks, trailers, carts, bicycles and may include auxiliary equipment such as portable fryers, stoves and grills that are located adjacent to the MFF during operation.

## **Requirements**

MFFs must have prior approval from the Village Park board.

All MFFs operating in the Village of Hartland shall comply with Chapter 9 of the Wisconsin Food Code, entitled "Mobile Food Establishments" as adopted in ATCP § 75.112.

All MFFs shall have a valid mobile retail food facility license issued by Waukesha County or a valid equivalent license issued by a Wisconsin municipality or county.

The location of the MFF must be approved in advance by the Village Department of Public Works.

MFFs may not manufacture, distribute, dispense, possess, use or sell alcoholic beverages.

MFFs must provide proof of a comprehensive liability insurance policy –in an amount not less than \$1 million, and must also provide proof of vehicle insurance and worker's compensation insurance in a form acceptable to the Village of Hartland. Proof of insurance must be provided at the time of application to the Park Board.

All MFFs must be totally self-contained, no electricity will be provided.

MFFs are responsible for disposing of all trash and litter prior to leaving the park.

Only 2 MFFs will be allowed in a park at a time. The Park Board must approve any requests for MFFs in excess of this requirement.

Park bathrooms will only be open during normal park hours.

**Park Food Vendor fees:**

**\*Carts -**

- a. Resident or Hartland business \$75 per day, \$300 per year.
- b. Non-Resident or Non-Hartland business \$100 per day, \$1000 per year.

**\*Trucks/Trailers -**

- a. Resident or Hartland business: \$75 per day, \$500 per year.
- b. Non-Resident or Non-Hartland business \$100 per day, \$1000 per year.
- c. In conjunction with a special event, \$75 per day.

**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 3% will be added to your payment for credit and debit card payments +\$.50 if under \$100.

**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.*



# VILLAGE OF HARTLAND

210 Cottonwood Avenue | Hartland, WI 53029 | 262-367-2714

## PARK FACILITY RESERVATION APPLICATION

Organization name (if applicable): \_\_\_\_\_

Tax Exempt: \_\_\_ No \_\_\_ Yes - attach WI Sales & Use Tax Exemption Certificate, form S-211

Point of contact name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

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

Additional contact: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

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

\_\_\_\_\_  
Signature Date

## RENTAL INFORMATION

Reservation date: \_\_\_\_\_ Event type: \_\_\_\_\_

Arrival time (including set up): \_\_\_\_\_ Departure time (including clean up): \_\_\_\_\_

Attendance: \_\_\_\_\_ Electricity: \_\_\_ Yes \_\_\_ No

## 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.) **\$100 Deposit Required**
- Open Space Reserved (describe area below)

### Rental Fee (based on attendance)

Attendees	Resident	Non-Resident
<input 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 attendance)

Attendees	Deposit Amount
<input type="checkbox"/> 0 - 100	No deposit required
<input type="checkbox"/> 101 - 200	\$200.00
<input type="checkbox"/> 201+	\$300.00

Rental Fee \_\_\_\_\_

Tax (5%) on rental fee \_\_\_\_\_

Deposit \_\_\_\_\_

Structure Deposit \_\_\_\_\_

Total Due \_\_\_\_\_

Date/time rec'vd: \_\_\_\_\_ Total: \_\_\_\_\_

Date entered: \_\_\_\_\_ Permit Number: \_\_\_\_\_

# 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 the first business day in January 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 the first Monday in March.

## 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.