

PARK AND RECREATION BOARD AGENDA
MONDAY APRIL 4, 2022
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 February 7, 2022 meeting.

Public Works Items-

2. Discussion and possible consideration for use of Centennial football field on June 18th for Rugby competition, Jeff Olson.
3. Discussion and possible consideration of use of warming shed by Endter's.

Recreation Director-

4. Discussion and consideration of Emma Loves Dogs event, Kelly Zimmerman.

Other items for consideration

5. 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.
6. Adjourn
Deidre Bush y
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 Darlene Igl, Village Clerk, at (262)367-2714. The Municipal Building is handicap accessible.

Individuals attending public meetings will be required to maintain appropriate social distancing, (i.e., maintain a 6-foot distance) and be free of symptoms related to COVID-19.

PARK AND RECREATION BOARD MINUTES
MONDAY, FEBRUARY 7, 2022
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

Present: Tim Hallquist, Curt Gundrum, Nick Miller, Randy Ferrell, Shanta' de Boer, Rick Connor and Craig Eisenhut.

Others: Dave Felkner, Kelli Yogerst, Erin Guenterberg, & Rebecca Rebholz

7:02 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.)

1. Consideration of a motion to approve the Park and Recreation minutes of the January 4, 2022, Park Board meeting-

Motion (Miller/Ferrell) to approve the Park and Recreation minutes of January 4, 2022. Carried (6-0). 1 Abstention, Connor.

Public Works Items-

2. Discussion and possible consideration on current field rental policy –

Felkner said it needs to be clarified who has priority for field usage, he said right now we have village sponsored groups and in the second group is Land O Lakes, LCYBS, HAAA, private schools, public schools, associations, businesses and resident-based leagues and residents. The 3rd group is non-residents and non-residence leagues. He said we need to clarify this because #2 came in to play this year and several organizations showed up at the counter at the same time. He said so we need to prioritize, and they are starting to work it out and we are supposed to have a meeting once their schedules come out. He went on to say that it puts staff and clerical in the front office in a difficult spot so he thinks if there are ground rules set by the Park Board for who comes first, it will clarify for the administration. Hallquist said he was involved in the meeting between these 2 groups. He said everyone wants the Hartland fields but there are surrounding fields that the lake country group was trying to tell this other group to use. He said he thinks things are going to work out this year however, he said what throws a damper on all of this is the travel leagues don't get their schedules out until Mid-April, so that is why they come in and take every field every night of the week because they don't know until the schedule comes out and then they come in and cancel what they don't need, so we need to discuss the field usage. He said #1 we should always keep which is Village sponsored programs. He said second and not in any particular order should be

groups that provide past and present donations to the Village, which is LCYBS, Land of Lakes and Hartland Athletic Advancement Association. He said #3 would be everyone else. Hallquist stated that all necessary paperwork needs to be submitted at the time of the reservation by any of the groups. This is not in the policy, so it needs to be added in bold letters. There was discussion on the current groups listed on the policy. It was stated that groups that donate should have priority over other groups and residents should have priority over non-residents. The current policy was rearranged as follows:

1. Village sponsored programs.
2. Lake Country Youth Baseball, Hartland Athletic Advancement Association.
3. Private schools, public schools, associations, businesses, resident-based leagues and residents.
4. Non-resident based leagues and non-residents.

There was also discussion on raising the liability insurance amount from \$500,000 to 1 million dollars.

Motion (Connor/Eisenhut) to approve the rental policy with the criteria of Village sponsored groups having 1st priority, 2nd is LCYBS and HAAA, 3rd is Private schools, public schools, associations, businesses, resident-based leagues and residents and 4th is Non-resident based leagues and non-residents. And all paperwork must be submitted at time of rental and the amount of liability insurance being raised to 1 million. Carried (6-0). 1 Abstention, Gundrum.

3. Discussion and possible consideration on playground equipment at Centennial Park-

Felkner said it is in the budget for \$95,000 to replace the playground equipment at Centennial Park. He said he has 2 proposals 1 is \$88,212 and the other is \$110,648. Felkner explained what is new and what is being changed out. They looked at pour in place rubber vs wood chips, poured rubber is \$92,000 vs \$8,000 for wood chips. Ferrell wondered about the longevity of the rubber chips. It was stated this needs to get to the next Village Board meeting DPW can get it in October.

Motion (Hallquist/Conner) to approve \$88,212.00 for playground equipment at Centennial Park. Carried (7-0).

4. Discussion on possible use of Cotton site for baseball field-

Felkner said that it was brought to our attention that the property out on Cottonwood and Lindenwood that there is some interest in developing it and putting something out there. Felkner said everything on the map highlighted in yellow is what the Village owns. He said there was a group that asked if we would be interested in putting 2 baseball diamonds on it. He said you need approximately 2 acres per diamond. It was asked if they were asking for bathrooms and parking, and Felkner said they just asked for 2 diamonds. There was discussion on possible parking. Felkner said the property next to it is Waukesha County Conservancy and wondered if they would be willing to put a parking area there because a lot of their people have to park at either Cotton Wayside or driveway or shoulder of the road. He said the YMCA was interested at one time,

Lacrosse, football, greenspace/ park, sell it for a business. The topic of lights came up and Felkner said that came up a couple years ago and the lights were nixed because it would go into the neighborhood. Hallquist suggested putting up just backstop firsts so it can be used by several different groups. Felkner said he is just bringing it up for discussion.

5. Discussion and possible consideration of Hartland Kids Day July 27, 2022, Erin Guenterberg-

Erin Guenterberg was present has been doing this for 10 years. Yogerst said thousands of people come and love it. She said it will be the hours as before 9-2pm. She said they are thinking of using a shuttle bus using Lake Country Lutheran parking lot. She said they will have 5-7 food vendors. She has informed Pat Endter's, so he is aware. Miller asked about porta potties, and she said there will be 3 porta potties vs 2. Hallquist said he thinks it is a great event. Felkner said it went out to all department heads and there were no concerns.

Motion (Miller/Gundrum) to approve Hartland Kids Day July 27, 2022, Erin Guenterberg. (7-0).

6. Discussion and possible consideration of Party in the Park, July 23, 2022, Hartland Chamber of Commerce –

Rebecca Rebholz from the Hartland Chamber of Commerce was present to explain this year's Party in the Park. She said they are bringing back the kids' event and there will be a cornhole toss tournament that will overlap with the Party in the Park. Miller said they would like to bring lights to the tennis court if needed. Ms. Rebholz said she would like to change the time they will be using the tennis courts. Yogerst said she will post a Reserved sign for the tennis courts. Rebholz said the food vendors will be on the outskirts of the parking lot. If approved this will go to the March Village Board meeting.

Motion (Conner/Deboer) to approve the Party in the Park, July 23, 2022, 8am-11pm, Hartland Chamber of Commerce. (7-0).

7. Discussion and consideration re: contract of carnival –

The Carnival Company did not respond from the multiple calls from Board members. Yogerst said she reached out to several Carnival companies, but 1 was only available during dates June9-13th that wasn't during the Hometown Celebration week and the other said they would give Kelli a price for them to be there. The Park Board decided to start looking into having a Carnival in 2023. There was brief discussion on having something the Saturday Night during Hometown Celebration weekend. There was also brief discussion on possibly doing a bags tournament and a car show. Yogerst will look into having a Carnival in 2023.

8. Discussion and consideration on placing a porta potty at Joliet Park for Tee-ball season –

There was discussion about putting a season porta potty with washing stations at Joliet Park during Tee-ball season. The cost to put a bathroom in at Joliet Park would be \$20,00 - \$30,000.

Motion (Ferrell/Gundrum) to approve putting a seasonal porta potty at Joliet Park for Tee-ball season. (7-0).

- 9. 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.**

Ice Age Trail Walk is coming up. Yogerst commented that she is still hiring for summer help.

10. Adjourn-

Motion (Gundrum/Conner) to adjourn. Carried (7-0). Meeting adjourned at 8:02 pm.
Respectfully submitted By Recording Secretary,

Deidre Bushey- Deputy Clerk



pd 3/4/22 right
23542 ✓

VILLAGE OF HARTLAND
ATHLETIC FACILITY SCHEDULING APPLICATION

Organization or Individual's Name: Oconomowoc Rugby Football Club

Name of Person In Charge: Jeff Olson

Telephone Number: (Home) _____ (Work) 262-366-0757 (EMAIL) ORFCBoard@gmail.com

Address: N67 W29921 Hartling Rd. Hartland, WI 53029

Two Alternate Names If Above Person Cannot Be Reached: (Must Be Completed)
Name Tim Jacques Address 2320 Horwood Dr, Waukesha, WI 53188 Phone (Home, Work & EMAIL) (262) 215-9030; jacquestim7@gmail.com
Name Beth Wiza Address 707 W. Pioneer Rd, Menomonie, WI 53097 Phone (Home, Work & EMAIL) (262) -210-9491; wizaEAD@gmail.com

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

Date Paid 3/4/22 Field Fees Paid _____ Deposit Paid _____ Preps Paid _____ Receipt Number 235428
(Office Use Only)

Permit Number: _____ Provide Dates, Times or Attach Schedule	Fee Per Use (Including Games and Practices) Tax not Charged for Tax-Exempt	Deposit (See Below)	Field Prep Charges See Page 2	Total Amount Due	Date Issued	Insurance Certificate?	Request Taken By
Baseball Fields (Large)							
Nixon	\$35.00 + 1.75						
Centennial	\$35.00 + 1.75						
Hartbrook	\$25.00 + 1.25						
Penbrook	\$25.00 + 1.25						
Baseball Fields (Small)							
Hartbrook	\$25.00 + 1.25						
Joliet	\$25.00 + 1.25						
Nixon	\$25.00 + 1.25						
Softball Field							
Bark River*	\$35.00 + 1.75						
Soccer Fields (Large)							
Centennial	\$30.00 + 1.50			30			
Hartbrook	\$30.00 + 1.50						
Penbrook	\$30.00 + 1.50						
Soccer Field (Small)							
Hartbrook	\$30.00 + 1.50						
Football Field							
Centennial	\$100.00 + 5.00			100			
Tennis Courts/Pickleball							
Nixon	\$11+ .55 per court every 2 hours						
Penbrook	\$11+ .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+

VILLAGE OF HARTLAND

ATHLETIC FIELD RESTORATION AGREEMENT

DATES OF USE: 6/18/22

FIELD: Centennial Football Field & Soccer Fields

The undersigned hereby agrees to fully accept restoration responsibility of the above named field due to unacceptable field conditions that may result from the allowed use on the athletic field. The limits/items of restoration may include complete removal and replacement of sod, diamond mix, or other field appurtenances. These field restoration costs shall be in addition to any field reservation fees and field preparation fees that are paid in advance of field use. Documentation of field conditions shall be made by the Village staff by the taking of photos both prior to and after the reserved use of the fields. Acts of vandalism outside of the normal field use shall not be the responsibility of the field user. All restoration shall be completed in a timely basis. **There will be a field deposit required as a part of this agreement (please see below schedule).**

Field User representative: Jeffrey J. Olson
(signed)

Field User representative: Jeffrey J. Olson
(printed)

Field User representative: President
(Title)

Organization Name: Oconomowoc Rugby Football Club

Date: 3/3/22

Deposit Schedule for Each Field:

Centennial Football Field -	\$550*
Soccer Fields -	\$550*
Softball Field -	\$150
Baseball Fields -	\$150
T-ball fields (Nixon and Joliet) -	\$50

**The Village of Hartland hires a contractor to over seed.*

Amount Paid: \$1100 Date: 3-4-22 Receipt No. 235428

WISCONSIN SALES AND USE TAX
CERTIFICATE OF EXEMPT STATUS (CES)
(Governmental, Religious, Charitable, Scientific or Educational Organization)

Wisconsin Department of Revenue
PO Box 8802
Madison WI 53708-8802
PHONE (608) 267-2776
TDD (608) 267-1040

Sales to the below named organization are exempt from Wisconsin sales and use tax under scc
77.54(9a) and 77.55(1), Wis. Stats.

This certificate is valid until revoked by the Wisconsin Department of Revenue.

OCONOMOWOC RUGBY FOOTBALL CLUB INC

N95W17365 LEE PL

MENOMONEE FALLS WI 53051

CES NUMBER	048089
DATE ISSUED	3/17/2005

IMPORTANT:

Sales to your organization are taxable unless you furnish your supplier with the CES number shown above.
Sales by your organization may be subject to tax. If your organization makes taxable sales, it must obtain a seller's permit and remit sales tax to the Department of Revenue.

Questions: Contact the Department of Revenue by telephone at our above number, FAX (608) 267-1030, E-mail sales10@dotr.state.wi.us, or at our Web site www.dor.state.wi.us

8-22067-01

FORM 01/01/01

WI DEPT OF REVENUE

608-267-1879

02/29/2008 14:12

Client#: 1457705

USARUGBY

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/03/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: USI Insurance Services NW CL, 601 Union Street, Suite 1000, Seattle, WA 98101. CONTACT NAME: CLCertRequest@usi.com. INSURER(S) AFFORDING COVERAGE: Everest National Insurance Company, NAIC # 10120.

COVERAGES CERTIFICATE NUMBER: 8/21 K4 GL/AU/XS REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL SUBR INSR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes rows for Commercial General Liability, Automobile Liability, and Umbrella Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) The certificate holder is an additional insured, but only with respect to liability arising out of the named insured's activities or operations. Coverage applies to all club practices and games. Coverage does not apply to any tournament unless tournament is sanctioned and pre-approved by USA Rugby. Participants Legal Liability/Sexual Abuse & Molestation coverage is included in the general liability. RE: Facility Use - Oconomowoc Rugby Football Club (See Attached Descriptions)

CERTIFICATE HOLDER: Village of Hartland, 210 Cottonwood Ave, Hartland, WI 53029. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: Gary D. Peterson

DESCRIPTIONS (Continued from Page 1)

The Village of Hartland, its agents, officers and employees are included as additional insured, per form attached.

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 2½ - 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.
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. Immediately, after the tournament, if the 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.
12. ORC and Village will coordinate and agree on field use and cancellation due to weather or field conditions.

Village of Hartland/Oconomowoc Rugby Club Centennial Park Use Agreement

13. The fee to use the soccer field is \$30.00 per use plus \$60.00 per field preparation plus any applicable taxes. The use of the football field is \$100 per use plus \$60 per field preparation. ORC will pay the full amount for the intended use of the soccer field prior to any use.
14. 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.
15. ORC will not be allowed to store hand tools, equipment, field paint, or field painter at the park.
16. This agreement is for the date of June 18th, 2022 from 9am to 5pm. 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

**Village of Hartland/Oconomowoc Rugby Club
Centennial Park Use Agreement**

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.

Dated this _____ day of _____, _____.

Village of Hartland

By: _____

Ryan Bailey, Interim - Village Administrator

Oconomowoc Rugby Club

By: _____

Printed Name: _____

Title: _____



To: Village of Hartland

**Park Board
Village Board**

Request:

Use of warming house on busy nights at the Beer Garden for the sale of Beer "ONLY" (i.e. Thursday's, Fireworks)

A 95" Beer keg cooler would be stored in the warming house for use during these events.

Preventative measures would be taken to prevent damage to the floor in the Warming House. (i.e. floor mats)

Installing an ATM in the warming house for use by Beer Garden patrons. Would only be open to the public during Beer Garden hours.

Both would be maintained by myself and staff.

**Patrick Endter
Endter's Sports Grill / Lake Countryt Beer Garden
262-369-0079
endter@sbcglobal.net**



Village of Hartland

Recreation

210 Cottonwood Ave, Hartland, WI 53029

www.villageofhartland.wi.gov

Committee: Park and Recreation Board	Date: March 30, 2022
Park and Recreation Board Item Number:	Date: April 4, 2022
Submitted By: Kelli Yogerst, Recreation Director	Presenter(s): Kelli Yogerst & Representative from Emma Loves Dogs Foundation.

Subject:

Consideration and motion to approve Emma Loves Dog Foundation to hold their annual Paws in the Park fundraiser event in Nixon Park on August 27, 2022.

Details:

Refer to packet for information. Insurance for the event has not been received. An email, see packet, was sent from West Bend Mutual requesting a completed Special Events Application within 60 days of the event for a formal quote. Once the event is approved the foundation will proceed with purchasing insurance for the event within 60 days of the event. Staff will follow up with the insurance.

Executive Recommendation:

DPW Director Dave Felkner requests the food trucks not to be placed on the grass if rain is in the forecast. If expected, food trucks will be required to be on the pavement in the parking lot to minimize damage to the grass. All Department Heads have approved this event.

Financial Remarks:

Emma Loves Dog Foundation is requesting all fees to be waived. Total fees are \$811.03. *Total fees are approximate and may vary depending on number of food vendors in attendance. Deposits, which will be reimbursed, will be paid.

Options & Alternatives:

None at this time



210 Cottonwood Avenue
 Hartland WI 53029
 262-367-2714 FAX: 262-367-2430
www.villageofhartland.com

SPECIAL EVENT PERMIT APPLICATION

Permit approved	_____	Date	_____
Permit fees paid	_____	Date	_____
Deposit paid	_____	Date	_____
Deposit returned	_____	Date	_____
<i>Fees requested to be waived.</i>			
FEES ARE NON-REFUNDABLE			

APPLICATION AND PERMIT FEES ARE DUE 60 DAYS PRIOR TO YOUR EVENT

ORGANIZATION INFORMATION			
Name of Organization Emma Loves Dogs Foundation			
Street Address PO Box 230	City Hartland	State Wisconsin	Zip 53029
Phone Number 4148973827	Are you a 501(c)3 Organization?		<input checked="" type="radio"/> Yes <input type="radio"/> No
Event Contact Person (First & Last Name) Kelly Zimmerman			
Address 634 Cardiff Dr	City Hartland	State Wisconsin	Zip 53029
Email kwierdsma@gmail.com	Phone Number 4148973827	Day of Event Phone Number 4148973827	
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 Paws in the Park	Date(s) of Event 8/27/22
Event Start Time 5pm	Event End Time 10pm
Location of the Event* Nixon Park	
Will your event take place in a Village of Hartland Park?	<input type="radio"/> Yes <input checked="" type="radio"/> 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

Paws in the park is a fundraiser for the Emma Loves Dogs foundation to celebrate Emma Mertens birthday. It is a free event to the public and we raise money through the raffle and general donations. We also partner with Endters for the beer garden and will have a live band for entertainment. A few food trucks will be available for guests as well at their own cost.

Estimated Number of Participants 1500	Spectators	Vendors 4
Will alcohol be sold/served? <i>If yes, liquor and bartender licenses are necessary under separate application.</i>	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Will you be selling/serving food?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Will you have food trucks? <i>If yes, you will need to obtain Outside Food Vendor Permits under separate application.</i>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
If yes, how many food trucks will be at the event?	3	
Will you be selling merchandise? <i>If yes, you will need to obtain a Solicitor's Permit under separate application.</i>	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Does the event involve fireworks? <i>If yes, you will need to obtain a Fireworks Permit under separate application.</i>	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Does the event involve amplified music?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
If yes, will the amplified music be a:	<input checked="" type="radio"/> Band	<input type="radio"/> DJ
Hours of amplified music:	5pm-10pm	
<i>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.</i>		
Is street closure requested?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Hours of street closure:		
Diagram for Street Closure Provided?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Will you need barricades provided by the Village for your event?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
How many barricades needed for your event?		
"Road Closed" signs requested?	<input type="radio"/> Yes	<input checked="" type="radio"/> 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>	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Will you be providing portable restrooms and wash stations?	<input checked="" type="radio"/> Yes	<input type="radio"/> 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?

Two portable restrooms will be located in the parking lot by the beer garden

Will you provide parking for participants?

Yes

No

If yes, where will parking be available?

General parking in parking lot at Nixon park and street parking

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

2/17/2022

 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)
BI	X		SDH	
Fire	X		Shawn J. [unclear]	
Police	X		Chief Misko	
Public Works	X		D. Fell	
Rec	X		Kelly	

Fees *Requesting to be waived*

_____ Outside Food Vendors _____ Special Event Permit
 _____ Park Facility Fees _____ Temp. Bartender's
 _____ Solicitor's Permit(s) _____ Temp. Class B

TOTAL FEES

All requirements for this special event have been met.

Village Administrator approval



Date

3/30/2022

SPECIAL EVENTS CHECK OFF SHEET

Event: Emma Loves Dogs Foundation

Date of Event: August 27, 2022

Mandatory

- R Special Event Permit (\$)
 _____ Insurance - VOH as additional insured

Park Permits

- R Park Facility Reservation Application (\$)
 R Fine Arts Reservation Application (\$)
 _____ Event Sign Park Permit (\$)

Food Vendors

- R Outside Food Vendor Permit (\$)
 R Outside Food Vendor Insurance - VOH additional insured
 R Copy of Country Health Permit for food vendor.

Liquor Permits

- NR Temporary Bartender License (\$)
 NR Temporary Class B Beer/Wine Permit (\$)

Notifications

- NR Letter to business owners and tenants within 500' of the event.
 NR Copy of addresses letter was sent.

Other

- _____ Tax exempt form
 NR Solicitor Permit (\$)
 NR Fireworks Permit (\$)

R Required

N Not Required

(\$) Fee Required.

Staff Notes

(\$) Fees being requested to be waived.
 - Updated map needed - Received
 - List of activities - Received



Paws in the Park

27th August 2022

OVERVIEW

The Emma Loves Dogs Foundation was created on August 30th, 2019 which was Emma's 8th birthday. Eight months earlier we didn't know if we would celebrate that day with her after her DIPG brain tumor diagnosis however she beat the odds and made it to her birthday and the kick off of her foundation. She passed away on November 18th, 2019 after a ten month battle against cancer but her legacy will continue to carry on through the Emma Loves Dogs Foundation. This event "Paws in the Park" will celebrate her birthday and the anniversary of the foundation. We want to share that with the community since they supported her through her journey and beyond.

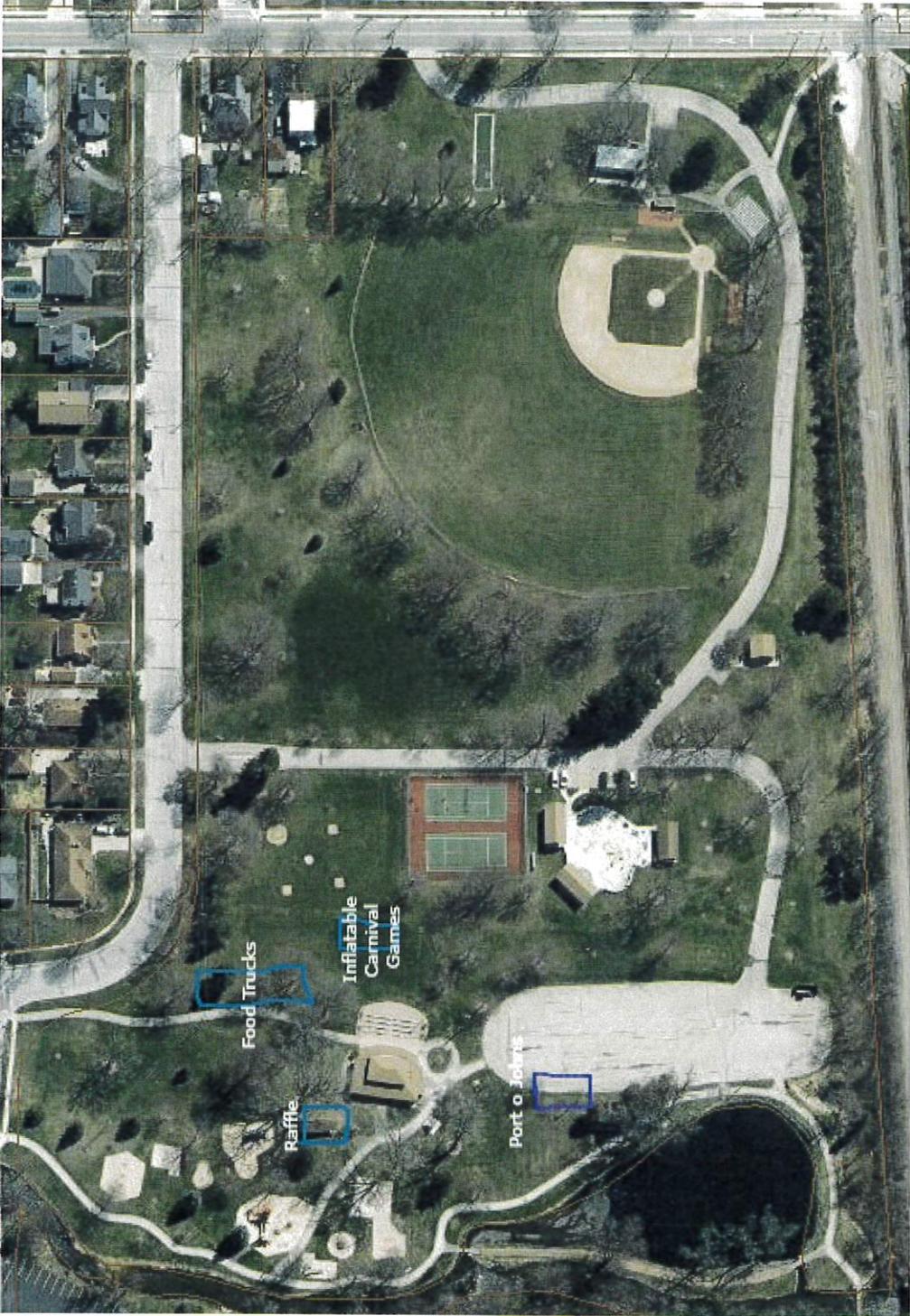
GOALS

1. Raise money for the Emma Loves Dogs Foundation.
2. Celebrate Emma and her legacy with the local community.

SPECIFICATIONS

- Nixon Park Party 5pm-10pm
 - Food Trucks in Nixon Park - 3-4 proposed
 - Inflatable carnival games tent
 - Beer Garden - Received approval from Pat Endters
 - Raffle
 - Live Band
 - Single lantern launch
 - K9 Police presence

Note: Requesting all fees for park shelters and banner placement to be waived again this year. The foundation will cover the food truck cost.





Village of Hartland Park Facility Reservation Application

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

Permit # _____

Contact Information

Organization Name (if applicable) Emma Loves Dogs Foundation
 Renter or Responsible Party Emma Loves Dogs Foundation
 Home/Cell Phone 4148973827 Email kwierdsma@gmail.com
 Address PO Box 230 City/Zip Hartland
 If above person cannot be reached: Tammy Mertens Phone 262-349-6241

Rental Information

Event Date 8/27/2022 Event Type Paws in the Park Fundraiser
 Arrival Time (include set-up time) 3pm Departure Time (include clean-up time) 11pm
 Attendance 1500 Electricity - Yes ___ No X Tax Exempt - Yes X No ___ (If yes, please include certificate)

Rental Fees

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

Park Shelter/Open Space

- Bark River (may not use if athletic field is reserved)
- 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 reserved)
- Other Structures to be placed in park (bounce house, dunk tank, climbing wall, etc.) Deposit Required
- Centennial Park
- Open Space Reserved (describe area below)

Rental Fee (based on number of attendees)

Attendees	Resident	Non-resident
0-50	\$75	\$85
51-100	90	103
101-200	105	121
201+	120	139

Refundable Deposit (based on number of attendees)

- 1 - 100 No deposit required
- 101 - 200 \$200
- 201 - 300 \$300
- 300 + \$400

I verify the information provided and agree to the
 Park Board Policy and Village Ordinance regarding Park Usage.


 Renter's Signature
 Kelly Zimmerman

2/16/2022
 Date

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 _____

**Payment Method
(Check all that apply.)**

Checks Payable to:
Village of Hartland
 Cash
 Credit Card

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. A convenience fee of 2.75% will be added to your payment for credit and debit card payments +\$.50 if under \$100.

Required Information for Credit Card Transactions (write legibly)

Circle One: Visa MasterCard Discover American Express Total Amount: \$ _____

Card #: _____ Expiration Date: _____

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

I Cardholder acknowledges receipt of goods and/or services in the amount of the Total shown hereon and agrees to perform the obligations set forth in the Cardholder's agreement with the Issuer.

Signature (REQUIRED): _____

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

**VILLAGE OF HARTLAND
FINE ARTS CENTER RESERVATION APPLICATION**

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

Organization or Individual's Name: Emma Loves Dogs Foundation

Name of Person In Charge: Kelly Zimmerman

Telephone Number:(Home) 414-897-3827 (Work) _____ (EMAIL) kwierdsma@gmail.com

Address: PO Box 230 Hartland WI 53029
Street/Mailing Zip Code

If Above Person Cannot Be Reached: Tammy Mertens

Telephone Number:(Home) 262-349-6241 (Work) _____ (EMAIL) tammymertens@gmail.com

Address: _____
Street/Mailing Zip Code

Name of Group, Performer: TBD

Description of Entertainment: Live Band

Is Sponsor Classified as Non-Profit: Yes

Other Permits Required: Beer Shelter Other

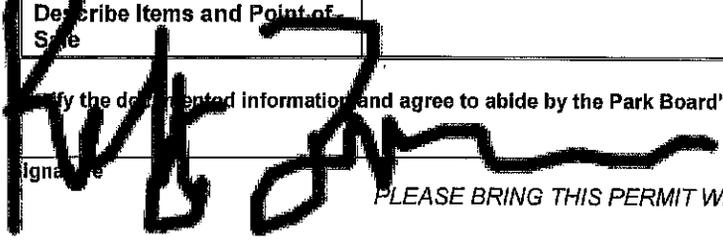
Date Paid: _____ Fee Paid _____ Deposit Paid _____ Receipt Number _____

FEES	Resident	0 - 50	51 - 100	101 - 200	201	
			\$80.00+ 4.00	\$100.00 + 5.00	\$125.00 + 6.25	\$150.50 + 7.53
	Non Resident	0 - 50	51 - 100	101 - 200	201 +	
		\$100.00+ 5.00	\$130.00+ 6.25	\$170.00 + 8.50	\$200.00 + 10.00	
<i>Note: Deposit to be paid by all users</i>		0-50	51-100	101-200	201-300	300+
Refundable Deposit Amounts		\$50.00	\$100.00	\$200.00	\$300.00	\$400.00

(Office Use Only)

Permit Number _____	Date of Use	Time of Use	Resident/ Non-Resident	Estimated Attendance	Insurance Certificate Required as Determined by Village (y or n)	Electricity Needed (y or n)	TOTAL FEE/DEPOSIT	Date Issued	Issued By
Fine Arts Center (FAC)									
Food/Beverage Sales at Concession Window?	<input type="checkbox"/> Yes <input type="checkbox"/> No								
Sales of Other Items? Describe Items and Point of Sale									

I certify the above information and agree to abide by the Park Board's Policy and Village Ordinances regarding Park Usage.

Signature: 

PLEASE BRING THIS PERMIT WITH YOU TO THE PARK

Kelli Yogerst

From: Kelly Zimmerman <kwierdsma@gmail.com>
Sent: Monday, March 14, 2022 9:16 AM
To: Kelli Yogerst
Subject: Fwd: Emma Loves Dogs Foundation - B044434

Hi Kelli

See below for the insurance information we received.

----- Forwarded message -----

From: **Geoff Mertens** <GMertens@gwcymca.org>
Date: Mon, Mar 14, 2022 at 9:12 AM
Subject: Fwd: Emma Loves Dogs Foundation - B044434
To: Kelly Zimmerman <kwierdsma@gmail.com>

Sent from my iPhone

Begin forwarded message:

From: "Lester, Toni" <Toni.Lester@rrins.com>
Date: March 7, 2022 at 11:12:11 AM CST
To: Geoff Mertens <GMertens@gwcymca.org>
Subject: Emma Loves Dogs Foundation - B044434

Hi Geoff,

Please see the response I received below from West Bend Mutual:

Thank you for the Special Event submission for Emma Love Dogs Foundation. Our rates are not yet loaded for events after 07/01/2022. At this time, I can offer a GL pricing indication of \$364 for limits of \$1,000,000/\$2,000,000. This includes one Additional Insured for Village of Hartland. Please note that the quote will include our Communicable Diseases Exclusion form.

Please submit a completed Special Events Application within 60 days of the event for a formal quote.

If you should have any questions, feel free to give me a call.

Thanks!

Toni

Toni Lester | R&R Insurance Services, Inc.
CL New Business Specialist
N14 W23900 Stone Ridge Drive Waukesha WI 53188
Toni.Lester@rrins.com | www.myknowledgebroker.com
phone & fax: 262-953-7154



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Event: Emma Loves Dogs

Fee	Permits	Paid
\$158.03	FAC Rental	Requesting to be waived
\$139.00	SHELTER RENTAL	Requesting to be waived
\$139.00	OPEN SPACE	Requesting to be waived
\$300.00	Food Vendors (4)	Requesting to be waived
<u>\$75</u>	Special Events	Requesting to be waived

\$811.03 Total Fees Requestd to be waived

Fee	DEPOSITS - REIMBURSED	Paid
\$400.00	FAC DEPOSIT	Not Paid
\$400	SHELTER/OPEN SPACE DEPOSIT	Not Paid
<u>\$100</u>	STRUCTURE DEPOSITS	Not Paid
\$900	Total Deposit Fees	