

**PARK AND RECREATION BOARD AGENDA - AMENDED**  
**MONDAY MAY 1, 2023**  
**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 appoint a Park and Recreation Board Chairman for the upcoming year – duties involve running Park and Recreation Board meetings and being a member of the Jt. Architectural Board/Plan Commission.
2. Consideration of a motion to approve the Park and Recreation minutes of the March 6, 2023, meeting.

**Recreation –**

3. Discussion and possible consideration of Special Event for Hartland Public Library June 10, 2023, Nixon Park.
4. Discussion and possible consideration of a Special Event at Nixon Park, Tundraland's Summer Kickoff Party, June 24, 2023.
5. Discussion and possible consideration National Night Out, August 3, 2023 Nixon Park.

**Public Works –**

6. Discussion and possible consideration of Park Ordinance.
7. Update on Centennial Park Playground equipment.
8. Update on Nixon Park Construction project.

**Other items for consideration**

9. 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.

10. 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 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, MARCH 6, 2023**  
**7:00 PM**  
**BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Present: Tim Hallquist, Shaunta' de Boer, Rick Conner, Craig Eisenhut, Randy Ferrell and Nick Miller.  
Excused: Kathy Van Thiel  
Others: Kelly Zimmerman, Branden Frank, Tammy Mertens, Sara Rennekamp, Tom Jenson & 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.)  
No public comments.

**1. Discussion and possible consideration to approve the February 6, 2023 Park, and Recreation meeting minutes.**

Motion (Conner/de Boer) to approve the Park and Recreation minutes of February 6, 2023, with corrections – Ferrell not present and correct motions on item #1 and #3. Carried (6-0).

**Recreation -**

**2. Discussion and possible consideration for a Special Event Hartland for Paws in the Park, Emma Loves Dogs, Aug. 26, 2023.**

Kelly Zimmerman was present and explained everything is to last year's event with no walk except they are dropping their numbers. She said there will be 2-3 food vendors and the same band. She also said they do not need barricades, dumpsters, or port a potty. Hallquist said to make sure the food vendors get all their necessary paperwork in.

Motion (Miller/de Boer) to approve the Special Event for Paws in the Park, Emma loves dogs, Aug 26, 2023. Carried (6-0).

**3. Discussion and possible consideration for a Special Event for Hometown Celebration, June 30<sup>th</sup>- July 2<sup>nd</sup>, 2023.**

Rennekamp explained she wanted to officially submit the Special Event paperwork and have this be the standard going forward. She said she is working on setting up a few more bands, smaller warmup bands that would stand in front of the Fine Arts Center before the larger band opens. She said there is a slight change in playing time for Stetson and Lace. They will stop for the fireworks and then play

**PARK BOARD MINUTES**  
**MONDAY MARCH 6, 2023**  
**7:00 PM**  
**PAGE 2**

30 more minutes after the fireworks. There will be 3 4x6 banners highlighting the bands and a ten-by-ten banner will show all the sponsors. She said food will be sold by Kiwanis, Knights of Columbus, Hartland Woman's club and possibly the Optimist Club with the Beer Garden being open as well. Alcohol vendors will be Spotted cow, Bud light, Beechwood, Busch light and Happy Place as well as some seltzer 's and water. Volunteer opportunities will be opening up soon. Sponsorship is currently up to \$30,500 and briefly went over the sponsors as. Rennekamp said all department heads have signed off on the Special Event. She also said the business Eye Communication Systems located on Industrial will let us use their parking lot of free and it is only ½ mile from Nixon Park. Miller asked if both headliner bands will be in tent and Rennekamp said yes. Felkner said they plan to close the park from Wed. June 28<sup>th</sup> - July 3<sup>rd</sup>. Hallquist asked if Knights of Columbus are in Hartland and Rennekamp said they are at St. Charles and they are well versed in supplying food for large groups of people. Eisenhut asked if it is too late to add a car show on Saturday morning. Brief discussion on adding the car show and it was stated Eisenhut will set up the event. Felkner added that if it rains, the car show will have to be cancelled so it does not tear up the grass. The car show hours will be 8-1pm.

Motion (Farrell/Connor) to approve the Special Event for Hometown Celebration June 30<sup>th</sup>-July 2<sup>nd</sup>, 2023. Carried (6-0).

Eisenhut asked if it is too late to add a car show on Saturday morning. Brief discussion on adding the car show and it was stated Eisenhut will set up the event. Felkner added that if it rains, the car show will have to be cancelled so it does not tear up the grass. The car show hours will be 8-1pm.

Amended Motion (Farrell/Connor) to approve the Special Event for Hometown Celebration June 30<sup>th</sup>-July 2<sup>nd</sup>, 2023, with car show. Carried (6-0).

**Public Works Items-**

**4. Discussion and consideration of Diamond Softball Tournament at Bark River, Branden Frank**

Branden Frank was present to explain that they would like to use Bark River Park for a tournament. He said there will be 80-100 people. Start time will be 8:30, with fifteen games being played and ending at 10:45. Mr. Frank will talk to HAAA to see about using the concession area. Discussion on having a raffle and if they need a license. Felkner told Mr. Frank to reach out to Mark Pape about the concession area.

Motion (Miller/Eisenhut) to approve the Diamond Softball Tournament with Mr. Frank reaching out to HAAA regarding the concession area. Carried (6-0).

**5. Discussion and consideration for a Ragnar at Centennial Park May 12<sup>th</sup> – May 13<sup>th</sup>, 2023, Shane Asbury.**

Felkner said it is a 200-mile run with twelve runners on each team and they raise money for local charities. He said runners must obey all traffic laws plus wear reflective vests and lights. He said they will be bringing in port a john for the event. He said the Chief Misko is ok with the event.

Motion (Conner/de Boer) to approve the Ragnar Run at Centennial Park on May 12<sup>th</sup> – May 13<sup>th</sup>.  
Carried (6-0).

**6. Update on Nixon Construction timeline-**

1. Old pickleball Court removed April 17- June 24
2. Sewer laterals by end of April
3. New Pickleball Court July 5-Aug. 20.
4. Playground Equipment September 5<sup>th</sup>
5. New Parking lot Sept. 5-Sept. 22
6. Paths Sept. 5-Sept. 22

Felkner said Nixon Park will officially be closed the day after Labor Day. Ferrell asked about rocks being placed to detour parking by the pickleball to stop parking on the grass. Felkner said there will be fifteen spots below and an additional twelve new spots south of splash pad. Felkner said there will be multiple complaints about the path being closed down. Hallquist asked about new t-ball field and Felkner said that is not happening this year.

**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.**

Hartbrook Bridge signed for payment, 6-8 weeks.

Centennial playground on Thursday posting the old Centennial playground equipment for sale.

**8. Adjourn-**

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

Meeting adjourned at 7:45 pm.

Respectfully submitted By Recording Secretary,  
Deidre Bushey - Deputy Clerk



**Village of Hartland  
Administration**

210 Cottonwood Ave, Hartland, WI 53029  
[www.villageofhartland.com](http://www.villageofhartland.com)

<b>Committee:</b> Village Board	<b>Date:</b> April 25, 2023
<b>Village Board Item Number:</b>	<b>Date:</b> May 1, 2023
<b>Submitted By:</b> Sara Rennekamp, Recreation Director	<b>Presenter:</b> Andy Kristensen, Library Director
<b>Subject:</b> Consideration of a motion to approve the special event in Nixon Park, the Hartland Public Library's Summer Reading Kickoff Program, June 10, 2023.	
<b>Details:</b> Included in the Park Board packet is the special event packet.	
<b>Executive Recommendation:</b> Staff recommends approval of this event.	
<b>Financial Remarks:</b> None at this time.	
<b>Options &amp; Alternatives:</b> None at this time.	



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	_____

**FEEES ARE NON-REFUNDABLE**

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

ORGANIZATION INFORMATION				
Name of Organization Hartland Public Library				
Street Address 110 E. Park Ave.		City Hartland	State WI	Zip 53029
Phone Number 262-367-3350		Are you a 501(c)3 Organization?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Event Contact Person (First & Last Name) Andy Kristensen				
Address 110 E. Park Ave.		City Hartland	State WI	Zip 53029
Email akristensen@hartland.lib.wi.us		Phone Number 262-957-4919	Day of Event Phone Number 262-957-4919	
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 Summer Reading Program Kickoff	Date(s) of Event June 10, 2023
Event Start Time 11:00 AM	Event End Time 1:00 PM
Location of the Event* Nixon Park	
Will your event take place in a Village of Hartland Park?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<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>	
<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>	

**OTHER INFORMATION**

Generally describe your event and its purpose

We will have an inflatable obstacle course, yard games, and crafts, along w/ a table to sign kids up for our Summer Reading Program. It's basically a launch of our Summer reading program.

Estimated Number of Participants 100-200	Spectators —	Vendors —
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Will alcohol be sold/served? <i>If yes, liquor and bartender licenses are necessary under separate application.</i>	Yes	<input checked="" type="radio"/> No
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Will you be selling/serving food?	Yes	<input checked="" type="radio"/> 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>	Yes	<input checked="" type="radio"/> No
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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	<input checked="" type="radio"/> 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>	Yes	<input checked="" type="radio"/> No
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Does the event involve amplified music?	<input checked="" type="radio"/> Yes	No
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If yes, will the amplified music be a:

Band	<input checked="" type="radio"/> DJ
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Hours of amplified music: 11a-1p

*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?	Yes	<input checked="" type="radio"/> No
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Hours of street closure: N/A

Diagram for Street Closure Provided?	Yes	<input checked="" type="radio"/> No
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Will you need barricades provided by the Village for your event?	Yes	<input checked="" type="radio"/> No
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How many barricades needed for your event? N/A

"Road Closed" signs requested?	Yes	<input checked="" type="radio"/> 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>	Yes	<input checked="" type="radio"/> No
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Will you be providing portable restrooms and wash stations?	Yes	<input checked="" type="radio"/> 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?*

N/A

Will you provide parking for participants?

Yes

No

*If yes, where will parking be available?*

At the library

Will you provide a dumpster/clean-up services?

Yes

No

*If yes, please describe your clean-up and refuse collection plan.*

Normal disposal in park garbage cans

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*

4/18/23  
 \_\_\_\_\_  
*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	<i>DX</i>		<i>David Jones</i>	
Police	<i>4-25-23</i>		<i>Chief, Miske</i>	
Public Works	<i>4-25-23</i>		<i>D. Hill</i>	
Rec	<i>J. Hill</i>		<i>Spencer</i>	

**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**  
 \_\_\_\_\_  
*[Signature]*

Date  
 04/25/2023



# 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) Hartland Public Library  
 Renter or Responsible Party Andy Kristensen  
 Home/Cell Phone 262-957-4919 Email akristensen@hartland.lib.wi.us  
 Address 110 E. Park Ave. City/Zip Hartland 53029  
 If above person cannot be reached: Emily Doty Phone 262-719-9625

## Rental Information

Event Date June 10, 2023 Event Type Summer Reading Program Kickoff  
 Arrival Time (include set-up time) 9:00 AM Departure Time (include clean-up time) 2:30 PM  
 Attendance 100-200 Electricity - Yes  No  Tax Exempt - Yes  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	\$130
51-100	90	145
101-200	105	160
201+	120	175

### 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's Policy and Village Ordinance regarding Park Usage.

Andy Kristensen  
 Renter's Signature  
Andy Kristensen  
 Renter's Name (please print)

4/18/23  
 Date

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

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



# 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 Kiwanis of Greater Hartland  
 Business Owner Name Kiwanis of Greater Hartland  
 Home/Cell Phone 262-367-3350 Email jlmuenzenberger@yahoo.com  
 Address PO Box 444 Hartland WI City/Zip Hartland 53029  
 Copy of Proof of Insurance Provided  
 Copy of Mobile Retail Food Facilities issued by Waukesha County or State of Wisconsin

## Rental Information

Person/Group Reserving Park Facility/Event Name Hartland Public Library  
 Event Date June 10, 2023 Event Type SRP Kickoff Event  
 Arrival Time (include set-up time) 10:00 Am Departure Time (include clean-up time) 2:00 PM

## Rental Fees

### Rental Fee \$75

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

### Park Shelter/Open Space

- |   |                                       |
|---|---------------------------------------|
| <input type="radio"/> Bark River Park                           | <input type="radio"/> Centennial Park |
| <input type="radio"/> Fine Arts Center                          | <input type="radio"/> Hartbrook Park  |
| <input checked="" type="radio"/> Nixon Park                     | <input type="radio"/> Penbrook Park   |
| <input type="radio"/> Open Space Reserved (describe area below) |                                       |

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.

Andy Kristensen  
 Signature \_\_\_\_\_  
 Name (please print)

4/18/23  
 Date \_\_\_\_\_

Rental Fee	<u>75</u>
Tax (5.1% on Rental Fee)	<u>3.75</u>
Total Due	<u>78.75</u>



**Village of Hartland  
Administration**

210 Cottonwood Ave, Hartland, WI 53029  
[www.villageofhartland.com](http://www.villageofhartland.com)

<b>Committee:</b> Village Board	<b>Date:</b> April 25, 2023
<b>Village Board Item Number:</b>	<b>Date:</b> May 1, 2023
<b>Submitted By:</b> Sara Rennekamp, Recreation Director	<b>Presenter:</b> Brittany Paa
<b>Subject:</b> Consideration of a motion to approve the special event in Nixon Park, Tundraland on Deck, June 24, 2023.	
<b>Details:</b> Included in the Park Board packet is the special event packet.	
<b>Executive Recommendation:</b> Staff recommends approval of this event.	
<b>Financial Remarks:</b> All fees are paid.	
<b>Options &amp; Alternatives:</b> None at this time.	



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	<u>75</u>	Date	<u>4-24-23</u>
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		Tundraland		
Street Address		City	State	Zip
1741 Dolphin Dr ST B		Waukesha	WI	53186
Phone Number		Are you a 501(c)3 Organization?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
262-445-4250				
Event Contact Person (First & Last Name)				
Brittany Paa				
Address		City	State	Zip
1741 Dolphin Dr ST B		Waukesh <sup>a</sup>	WI	53186
Email	Phone Number	Day of Event Phone Number		
bpaa@tundraland.com	262-445-4250	262-923-0300		
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
Tundraland's Summer Deck Kick Off Party		June 24th
Event Start Time	Event End Time	
11	2	
Location of the Event*		
Park and Shelter		
Will your event take place in a Village of Hartland Park?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Yes		
<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>		
<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>		

**OTHER INFORMATION**

Generally describe your event and its purpose  
 Free community event that will contain a jump house, free food (either grilled out, or a food truck)  
 Face Painting, and product seminar.  
 No sales will happen at this event, we will just educate guests on what Tundraland has to offer.

Estimated Number of Participants 50-100	Spectators 5	Vendors 1-2
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Will alcohol be sold/served? <i>If yes, liquor and bartender licenses are necessary under separate application.</i>	Yes	<input checked="" type="checkbox"/> No
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Will you be selling/serving food?	<input checked="" type="checkbox"/> Yes	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 checked="" type="checkbox"/> Yes	No
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If yes, how many food trucks will be at the event?	1-2	
--	-----	--

Will you be selling merchandise? <i>If yes, you will need to obtain a Solicitor's Permit under separate application.</i>	Yes	<input checked="" type="checkbox"/> No
--	-----	--

Does the event involve fireworks? <i>If yes, you will need to obtain a Fireworks Permit under separate application.</i>	Yes	<input checked="" type="checkbox"/> No
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Does the event involve amplified music?	Yes	<input checked="" type="checkbox"/> No
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If yes, will the amplified music be a:	Band	<input checked="" type="checkbox"/>
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Hours of amplified music:	<input checked="" type="checkbox"/>	
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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?	Yes	<input checked="" type="checkbox"/> No
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Hours of street closure:		
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Diagram for Street Closure Provided?	Yes	<input checked="" type="checkbox"/> No
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Will you need barricades provided by the Village for your event?	Yes	<input checked="" type="checkbox"/> No
--	-----	--

How many barricades needed for your event?		
--	--	--

"Road Closed" signs requested?	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>	Yes	<input checked="" type="checkbox"/> No
---	-----	--

Will you be providing portable restrooms and wash stations?	Yes	<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> No
--	-----	--

*If yes, where will parking be available?*

Will you provide a dumpster/clean-up services?	Yes	<input checked="" type="checkbox"/> No
--	-----	--

*If yes, please describe your clean-up and refuse collection plan.*

Will the event require additional security?	Yes	<input checked="" type="checkbox"/> No
---	-----	--

Will you have an emergency plan in the event of severe weather?	Yes	<input checked="" type="checkbox"/> No
---	-----	--

Will the event require first aid and/or emergency responders?	Yes	<input checked="" type="checkbox"/> No
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**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?	<input checked="" type="checkbox"/> Yes	No
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**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.

*Brittany Paa*

4/19/2023

Signature of Applicant

Date

*For staff use only*

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

Application forwarded to:

Administrator

Police Chief

Building Inspector

Public Works Director

Fire Chief

Rec Director

Village Board approval, if necessary, on:

Date:

DEPT.	APPROVE	DENY	BY	REASON (if denied)
Bldg. Insp.				
Clerk				
Fire	<i>DP</i>		<i>Daniel J. [Signature]</i>	
Police	4/25/23		<i>Chief Mistko</i>	
Public Works	4/25/23		<i>R. [Signature]</i>	
Rec	X		<i>[Signature]</i>	

*Fees*

Outside Food Vendors  
 Park Facility Fees  
 Solicitor's Permit(s)

Special Event Permit  
 Temp. Bartender's  
 Temp. Class B

TOTAL FEES

All requirements for this special event have been met.

Village Administrator Approval

Date

4/25/2023



# 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) Tunara Land  
 Renter or Responsible Party Tunara Land / Brittany Pea  
 Home/Cell Phone 262 423 0300 Email bpea@tunara-land.com  
 Address 1741 Poplin Dr Ste B City/Zip 53186  
 If above person cannot be reached: Senja Spelman Phone 920 670 5590

## Rental Information

Event Date June 24th Event Type community event (free)  
 Arrival Time (include set-up time) 8:00 Departure Time (include clean-up time) 5:00  
 Attendance 100 Electricity - Yes \_\_\_ No  Tax Exempt - Yes \_\_\_ 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)  
area surrounding Fine Arts center from shelter &

### Rental Fee (based on number of attendees)

Attendees	Resident	Non-resident
0-50	\$75	\$130
51-100	90	145
101-200	105	160
201+	120	175

### 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's Policy and Village Ordinance regarding Park Usage.

Brittany Pea  
 Renter's Signature  
Brittany Pea  
 Renter's Name (please print)  
 Date 4/24/23

Rental Fee	<u>160.00</u>
Tax (5% on Rental Fee)	<u>8.00</u>
Deposit (if required)	<u>200.00</u>
Structures deposit (\$100)	<u>100.00</u>
<b>Total Due</b>	<b><u>468.00</u></b>

Office Use Only: Date Paid 4-24-23 Amount Paid \$468.00 Receipt # 240652 Processed + 3% CC



Shelter 4, Bounce House, Food Vendors

Nixon Park  
Fine Arts Center  
Temporarily closed



#713.79

VILLAGE OF HARTLAND  
210 COTTONWOOD AVE  
HARTLAND WI 53029-0260  
262-367-2714

Transaction 246652.18911  
04/24/2023 07:43am  
pos @ VOHPC-POS2

PERMITS	\$75.00
Tundraland/June 24/Special Event	
PARK SHELTER/FIELD RENTAL	\$160.00+
TX	
Tundraland/June 24/Special Event/Shelter 4	
SPECIAL DEPOSITS	\$100.00
Tundraland/June 24/Special Event/Structure D	
eposit	
SPECIAL DEPOSITS	\$200.00
Tundraland/June 24/Special Event/Shelter Dep	
osit	
RECREATION - OTHER	\$75.00
Tundraland/June 24/Special Event/Food Vendor	
RECREATION - OTHER	\$75.00
Tundraland/June 24/Special Event/Food Vendor	
Sub-Total	\$685.00
Tax	\$8.00
Receipt Total	\$693.00
CC Payment	\$693.00



# CERTIFICATE OF LIABILITY INSURANCE

3/31/2024

DATE (MM/DD/YYYY)

4/25/2023

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 rights to the certificate holder in lieu of such endorsement(s).

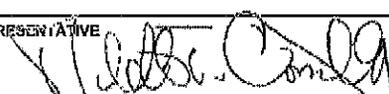
PRODUCER Lockton Companies 1185 Avenue of the Americas, Suite 2010 New York NY 10036 646-572-7300	CONTACT NAME:		
	PHONE (A/C, No, Ext):	FAX (A/C, No):	
INSURED 1426491 Leaf Home Enhancements, LLC dba Tundraland Home Improvements 1595 Georgetown Road Hudson OH 44236	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Arch Insurance Company		11150
	INSURER B : Continental Casualty Company		20443
	INSURER C : --- SEE ATTACHMENT ---		
	INSURER D : Arch Indemnity Insurance Company		30830
	INSURER E :		
INSURER F :			

**COVERAGES**                      **CERTIFICATE NUMBER:** 19516709                      **REVISION NUMBER:** XXXXXXXX

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.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Policy Agg: \$10M  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: SIR: \$250,000	Y	N	11GPP1039003	3/31/2023	3/31/2024	EACH OCCURRENCE \$ 750,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 750,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 750,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> Comp/Coll: \$1,000	Y	N	7037046498	3/31/2023	3/31/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$	Y	N	See Attached	3/31/2023	3/31/2024	EACH OCCURRENCE \$ 25,000,000 AGGREGATE \$ 25,000,000 \$ XXXXXXXX
D A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N    N/A <input checked="" type="checkbox"/> N    N/A		N	14WCI1038803 11WCI1038703	3/31/2023 3/31/2023	3/31/2024 3/31/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER EL. EACH ACCIDENT \$ 1,000,000 EL. DISEASE - EA EMPLOYEE \$ 1,000,000 EL. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 THIS CERTIFICATE SUPERSEDES ALL PREVIOUSLY ISSUED CERTIFICATES FOR THIS HOLDER, APPLICABLE TO THE CARRIERS LISTED AND THE POLICY TERM(S) REFERENCED.  
 Certificate Holder is named as Additional Insured as required by written contract.

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b> See Attachments
<b>19516709</b> Village of Hartland as Additionally Insured 210 Cottonwood Ave SE Hartland WI 53029	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 

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Village of Hartland as Additionally Insured  
210 Cottonwood Ave SE  
HartlandWI53029

Dear Leaf Home Enhancements, LLC certificate holder:

In an effort to meet demand for instant electronic delivery of certificates, Lockton Companies now provides paperless delivery of Certificates of Insurance. Thank you for your patience and willingness to help us lessen our environmental footprint.

To fulfill your certificate delivery, we need your email address. Please contact us via one of the methods below with your Holder ID number, email address, and phone number in the event we have any questions.

**Your Holder ID number is 19516709.**

- Email: [Northeast-TSA@lockton.com](mailto:Northeast-TSA@lockton.com)
- Toll-free automated phone service: 866-218-4018

If this certificate is no longer needed or valid, please notify us.

Thank you,

Lockton Companies

## Sara Rennekamp

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**From:** Paa, Brittany <BPaa@tundraland.com>  
**Sent:** Tuesday, April 25, 2023 9:19 AM  
**To:** Sara Rennekamp  
**Subject:** RE: Tundraland on Deck Event  
**Attachments:** previewliabilityholder (4).pdf

Good Morning Sara!

I got the requested insurance for us to be ensured for the park let me know if this is what you needed.

Please note, that the \$1,000,000.00 is listed as requested, but it's broken up into two spots. Our insurance policy is \$750,000.00 and we have a SIR (Self-Insured retention) for \$250,000.00, equaling the \$1,000,000.00 requirement.

Thanks again for your help!

Best,

### Brittany Paa

Waukesha Showroom Manager

Tundraland Home Improvements

1741 Dolphin Drive Suite #2

Waukesha, WI 53186

262-445-4250

[BPaa@tundraland.com](mailto:BPaa@tundraland.com)

---

**From:** Sara Rennekamp [sarar@villageofhartland.wi.gov](mailto:sarar@villageofhartland.wi.gov)

**Sent:** Monday, April 24, 2023 4:47 PM

**To:** Paa, Brittany <BPaa@tundraland.com>

**Subject:** RE: Tundraland on Deck Event

Correct. Thanks!

### Sara Rennekamp

Director of Recreation

Village of Hartland

262-367-0352

[sarar@villageofhartland.wi.gov](mailto:sarar@villageofhartland.wi.gov)

[www.villageofhartland.wi.gov](http://www.villageofhartland.wi.gov)

[Like Us on Facebook](#)

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**From:** Paa, Brittany <BPaa@tundraland.com>

**Sent:** Monday, April 24, 2023 4:45 PM

**To:** Sara Rennekamp <[sarar@villageofhartland.wi.gov](mailto:sarar@villageofhartland.wi.gov)>

**Subject:** RE: Tundraland on Deck Event



**Village of Hartland  
Administration**

210 Cottonwood Ave, Hartland, WI 53029  
[www.villageofhartland.com](http://www.villageofhartland.com)

<b>Committee:</b> Village Board	<b>Date:</b> April 25, 2023
<b>Village Board Item Number:</b>	<b>Date:</b> May 1, 2023
<b>Submitted By:</b> Sara Rennekamp, Recreation Director	<b>Presenter:</b> Sara Rennekamp
<b>Subject:</b> Consideration of a motion to approve the special event in Nixon Park, National Night Out, August 3, 2023.	
<b>Details:</b> Included in the Park Board packet is the special event packet.	
<b>Executive Recommendation:</b> Staff recommends approval of this event.	
<b>Financial Remarks:</b> None at this time.	
<b>Options &amp; Alternatives:</b> None at this time.	



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	_____

**FEES ARE NON-REFUNDABLE**

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

ORGANIZATION INFORMATION			
Name of Organization <b>Village of Hartland</b>			
Street Address <b>210 Cottonwood Avenue</b>	City <b>Hartland</b>	State <b>WI</b>	Zip <b>53029</b>
Phone Number <b>262-367-0352</b>	Are you a 501(c)3 Organization?		<input checked="" type="radio"/> Yes <input type="radio"/> No
Event Contact Person (First & Last Name) <b>Sara Rennekamp</b>			
Address <b>210 Cottonwood Avenue</b>	City <b>Hartland</b>	State <b>WI</b>	Zip <b>53029</b>
Email <b>sarar@villageofhartland.wi.gov</b>	Phone Number <b>262-367-0352</b>	Day of Event Phone Number <b>262-367-0352</b>	
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 <b>National Night Out</b>	Date(s) of Event <b>August 3, 2023</b>
Event Start Time <b>6 pm</b>	Event End Time <b>8 pm</b>
Location of the Event* <b>Nixon Park</b>	
Will your event take place in a Village of Hartland Park?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<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>	
<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>	

**OTHER INFORMATION**

Generally describe your event and its purpose

Communittee event that promotes police, fire, DPW. There will be vendors, activities, food and music. Flight for Life will be landing.

Estimated Number of Participants

200

Spectators

Vendors

50

Will alcohol be sold/served? *If yes, liquor and bartender licenses are necessary under separate application.*

Yes

No

Will you be selling/serving food?

Yes

No

Will you have food trucks? *If yes, you will need to obtain Outside Food Vendor Permits under separate application.*

Yes

No

If yes, how many food trucks will be at the event?

Will you be selling merchandise? *If yes, you will need to obtain a Solicitor's Permit under separate application.*

Yes

No

Does the event involve fireworks? *If yes, you will need to obtain a Fireworks Permit under separate application.*

Yes

No

Does the event involve amplified music?

Yes

No

If yes, will the amplified music be a:

Band

DJ

Hours of amplified music:

6-9 pm (Thursday Concert Series)

*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?

Yes

No

Hours of street closure:

N/A

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? 2 per park entrance

"Road Closed" signs requested?

Yes

No

Will you be erecting any tents, canopies or other temporary structure(s)? *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.*

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?*

Street, library & other municipal lots

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.

J. Brunko  
Signature of Applicant

4-25-2023  
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	4/25/23		J. Brunko	
Fire				
Police				
Public Works				
Rec	X		J. Brunko	

*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**  
\_\_\_\_\_



ance Center

Ice Age National Scenic Trail

Ave

E Park Ave

Vendors

Nixon Park  
Fine Arts Center  
Temporarily closed

PD, FD, DPW Vehicles

Food Vendors

Lake Country  
Rotary Splash Pad

Nixon Park

Ice Age National Scenic Trail

Google

1 VILLAGE OF HARTLAND ORDINANCE NO. \_\_\_\_ AN ORDINANCE TO AMEND CHAPTER 70 OF THE VILLAGE  
2 OF HARTLAND MUNICIPAL CODE

3 PERTAINING TO PARK HOURS

4

5 **THE VILLAGE BOARD OF THE VILLAGE OF HARTLAND DO ORDAIN AS FOLLOWS:**

6

7 **Section 1:** Chapter 70 of the Village of Hartland Municipal Code of Ordinances pertaining to Parks  
8 and Recreation is hereby amended with deletions shown with an and additions shown with an underline  
9 and replaced with the following.

10 Chapter 70 - PARKS AND RECREATION

11 Sec. 70-3. - Closing hours.

12 (a) Generally. Hours for all village parks shall be sunrise to sunset. (b)Exceptions. The park board shall  
13 determine the closing hours for the following:

14 (1) Nixon Park hours shall be established and posted from time to time which may be  
15 different from the hours applicable to all other village parks.

16 (2) Regularly scheduled baseball or softball games.

17 (3) Ice skating on a park board authorized rink.

18 (4) Special events approved by the park board.

19 (5) Violations and Penalties. Any person who shall violate any provision of this  
20 section 70-3 shall be subject to a penalty as provided in § 1-3 of this Code except to the  
21 extent that a penalty is provided in Appendix B citation deposits of this Code, the later  
22 penalty shall be imposed for an initial offense.<sup>1</sup>

---

<sup>1</sup> **Sec. 1-4. - Penalties.**

(a)General penalty. Any person who shall violate any of the provisions of this Code shall, upon conviction of such violation, be subject to a penalty, which shall be as follows:

(1) First offense; penalty. Any person who shall violate any provision of this Code or an ordinance shall, upon conviction, forfeit not less than \$20.00 nor more than \$1,000.00, together with the costs of prosecution. In default of payment of such forfeiture and costs of prosecution such person shall be imprisoned in the county jail until such forfeiture and costs are paid, but not exceeding 90 days; and not exceeding the penalty authorized by statute, except that the person reduces the amount owed at a rate of at least \$25.00 for each day of imprisonment, including imprisonment after arrest.

(2) Second offense; penalty. Any person found guilty of violating any provision of this Code or of an ordinance who shall previously have been convicted of a violation of the same provision or ordinance within one year shall, upon conviction, forfeit not less than \$40.00 nor more than \$2,000.00 for each such offense, together with costs of prosecution. In default of payment of such forfeiture and costs of prosecution such person shall be imprisoned in the county jail until such forfeiture and costs of prosecution are paid, not to

23 Section 2: If any section, sentence, clause, phrase or portion of this ordinance is for any reason  
24 held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a  
25 separate, distinct and independent provision, and such holding shall not affect the validity of the  
26 remainder of such ordinance.

27

28 Section 3: This Ordinance shall take effect and be in full force after adoption and publication.

29

30 Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

31

VILLAGE OF HARTLAND

By: \_\_\_\_\_  
Jeffrey Pfannerstill, Village President

32

33

34 ATTEST:

35

36 By: \_\_\_\_\_

37 Darlene Igl, MMC, WCPC, Village Clerk

---

exceed 90 days; and not to exceed the amount authorized by statute, except that the person reduces the amount owed at a rate of at least \$25.00 for each day of imprisonment, including imprisonment after arrest.(b)Continued violations. Each violation and each day a violation continues or occurs shall constitute a separate offense, except that in order for the defendant to be charged with a second offense it shall be a separate and distinct violation as opposed to a continuing daily violation on the same provision. Nothing in this Code shall preclude the village from maintaining any appropriate action to prevent or remove a violation of any provision of this Code.(c)Execution against defendant's property. Whenever any person fails to pay any forfeiture and costs of prosecution upon the order of any court for violation of any provision of this Code or ordinance of the village, the court may, in lieu of ordering imprisonment of the defendant, or after the defendant has been released from custody, issue an execution against the property of the defendant for such forfeiture and costs.

VILLAGE OF HARTLAND

ORDINANCE NO. \_\_\_\_AN ORDINANCE TO AMEND CHAPTER 70-5 OF THE VILLAGE OF HARTLAND MUNICIPAL CODE

PERTAINING TO ALLOWING THE SALE OF FERMENTED MALT BEVERAGES WITHIN SPECIFIC PARK LAND AREAS

THE VILLAGE BOARD OF THE VILLAGE OF HARTLAND DO ORDAIN AS FOLLOWS:

Section 1: Chapter 70-5 (d) of the Village of Hartland Municipal Code of Ordinances pertaining to Parks and Recreation is hereby amended with deletions shown with an and additions shown with an underline and replaced with the following.

Chapter 70 - PARKS AND RECREATION

Sec. 70-5- Intoxicating beverages.

(d) Exceptions. The provisions of this section shall not include:

(1) The areas established by the park board as authorized baseball and softball diamonds in Nixon and Bark River Parks, where the sale, possession and consumption of malt beverages is authorized by the park board, or by the issuance of licenses for the sale of malt beverages by the village board, during regularly scheduled baseball or softball league or tournament games.

(2) The park board may allow fermented malt beverages to be possessed or consumed within specific park land areas by the issuance of a permit allowed under Hartland Ord. 6-66 during a special event, such as a community celebration, gathering, assembly or function.

(3) The park board may allow fermented malt beverages to be sold, possessed and consumed only within specific park land areas for which a permit has been duly granted by the Village Board under all of the applicable provisions of Hartland Ord. Chapter 6 - ALCOHOLIC BEVERAGES, ARTICLE II.

Section 2: If any section, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of such ordinance.

Section 3: This Ordinance shall take effect and be in full force after adoption.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

VILLAGE OF HARTLAND

By: \_\_\_\_\_

Jeffrey Pfannerstill, Village President

ATTEST:

By: \_\_\_\_\_

Darlene Igl, MMC, WCPC, Village Clerk

1 STATE OF WISCONSIN WAUKESHA COUNTY VILLAGE OF HARTLAND

2 ORDINANCE NO. \_\_\_\_\_

3 AN ORDINANCE AMENDING §Sec. 70-4. – POSTING OF NOTICES, RULES AND  
4 REGULATIONS FOR PROPER CONDUCT IN AND USE OF THE VILLAGE PARKS.  
5

6 THE VILLAGE BOARD OF THE VILLAGE OF HARTLAND DO ORDAIN AS FOLLOWS:

7 **SECTION 1:** §70-4 of the CODE OF ORDINANCES OF THE VILLAGE OF HARTLAND is  
8 hereby amended by the deletion of words marked with a and the addition of underlined words as  
9 follows:

10 The Director of public works or his or her designee shall, upon receipt of notice from the park  
11 board, erect and post such notices, rules and regulations as are considered necessary by the park  
12 board, either temporary or permanently, for the proper conduct in and use of the village parks. The  
13 chief of police shall enforce such notices, rules and regulations as authorized by the park board  
14 and posted by the Director of public works or his or her designee.

15 **SECTION 2:** If any section, sentence, clause, phrase or portion of this ordinance is for any reason  
16 held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be  
17 deemed a separate, distinct and independent provision, and such holding shall not affect the  
18 validity of the remainder of such ordinance.

19  
20 **SECTION 3:** This ordinance shall take effect and be in full force from and after its passage and  
21 publication.

22 Passed and approved this \_\_\_ day of \_\_\_\_\_, 2023.

23  
24 VILLAGE OF HARTLAND

25  
26 By: \_\_\_\_\_

27 Jeffrey Pfannerstill, Village President

28 ATTEST:

29 \_\_\_\_\_

30 Darlene Igl, Village Clerk