

PARK AND RECREATION BOARD AGENDA
MONDAY MARCH 4, 2024
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

Call to Order

Public comments for those items not included on this agenda: (Please be advised the Park and Recreation Board will receive information from the public for a three-minute time period per person with time extensions per the Park and Recreation Chairperson's discretion. Be it further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.)

1. Consideration of a motion to approve the Park and Recreation minutes of the January 2, 2024, meeting.

Recreation –

2. Discussion and possible consideration of Hartland Kids Day, July 31, 2024 Nixon Park.
3. Discussion and possible consideration of Special Event for Oconomowoc Rugby Club competition, June 15th, 2024.
4. Discussion and possible consideration of Special Event for Lake Country Rotary for Splash Pad, July 12, 2024.
5. Discussion and possible consideration of Special Event, Kids Business Fair, June 8, 2024.
6. Discussion and possible consideration of Special Event for Paws in the Park, Aug. 24, 2024.
7. Discussion and possible consideration of Special Event for Library Summer Kickoff, June 7, 2024.
8. Discussion on the Ice Age Trail ad hoc committee's calendar of events for 2024.
9. Discussion and consideration of the Ice Age Trail ad hoc committee's Moonlight Hike, October 18, 2024.
10. Discussion on the ECOS ad hoc committee's 5-yr plan.
11. Update on Hometown Celebration.

Public Works –

12. Discussion and possible consideration of Nixon Pond fountain.
13. Discussion on use of fence at Nixon Park Baseball Field for advertising income.
14. Discussion and possible consideration for paving of basketball courts at Hartbrook, Joliet and Penbrook.
15. Discussion on dying grass at parks.
16. Discussion on the "Wall that Heals" coming to Nixon Park.

Other Items for Consideration

17. 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.
18. Adjourn
Deidre Bushéy
Deputy Clerk

Notice: Please note that upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Village Clerk, at (262)367-2714. The Municipal Building is handicap accessible.

PARK AND RECREATION BOARD MINUTES
TUESDAY, JANUARY 2, 2024
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

Present: Tim Hallquist, Shaunta' de Boer, Randy Ferrell, and Kathy Van Thiel
Absent: Rick Conner.
Others: Sara Rennekamp, Leo Jungbluth, Tom Jenson, and Beth Wiza.

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.)

1. Discussion and consideration to approve the Dec. 5, 2023, Park, and Recreation meeting minutes –

Motion (Ferrell/Van Thiel) to approve the Park and Recreation minutes of Dec. 5, 2023. Carried (6-0).

Recreation –

2. Discussion and possible consideration Trailtessa Special Event on June 21, 2024 Ice Age Trail Alliance-

Rennekamp said the event is to engage women and girls in the outdoors and will be held at the Cottonwood wayside to serve light refreshments and then hike. They are asking for the fees to be waived as they do not make money off the event. Staff are putting a portable restroom there to encourage more shelter rentals up there this year. Additional parking will be used at Doerner. Hallquist asked about port o potties up there. Rennekamp said staff will be putting a port a potty at Cottonwood Wayside, like we put one at Penbrook. Trailtessa is a program through Ice Age Trail Alliance. Ferrell asked if there were any additional fees on our end, Rennekamp said there is labor to bring up additional picnic tables. Eisenhut likes a little more exposure for the Cottonwood Wayside. Van Thiel said she has participated before, and it is a very good event.

Motion (Eisenhut/Van Thiel) to approve the Trailtessa Special Event for the Ice Age Trail Alliance on June 21, 2024, at the Cottonwood Wayside. Carried (6-0).

3. Discussion on Recreation Program goat yoga in Nixon Park-

Rennekamp explained the WAC did goat yoga last year at Nixon Park and it was a successful event. She said she would like to hold several goat yoga events for the Recreation Dept. Van Thiel asked if they had any problem and Rennekamp said no, it was beautiful weather. She said Shelter 4 will be blocked off in case of a rain event.

Public Works Items-

4. Discussion and consideration of Annual Review of the annual Oconomowoc Rugby Club agreement.

Jungbluth said they would need to fill out the original form. The deposit in the agreement was raised from \$500 to \$1000, it is a refundable deposit so if there is no damage to the fields, they will get it back. It was stated they have previously used the field several times.

Motion (Ferrell/Eisenhut) to approve the Annual Review of the annual Oconomowoc Rugby Club agreement. Carried (6-0).

5. Discussion and consideration of Oconomowoc Rugby Club competition at the Centennial football and soccer fields on June 15th, 2024.

Beth Wiza was present and said it is an annual event, she gave some background on the club. The club started in 1980 and has grown since 2009. Ms. Wiza explained they are more than a Rugby Club, they do fundraisers, work with the Boys and Girls Club and the Christmas Parade. The men's team has about 30 members, the women's has about 30 members and they host 3 high school teams. They will be using both fields all day, they will not be selling alcohol, but some members may bring a drink for themselves after the tournament. The Club has a gentleman who is in competitive BBQ, and he supplies them with that to sell.

Motion (Ferrell/De Boer) to approve the Oconomowoc Rugby Club Competition on June 15th, 2024, at the Centennial football and soccer fields. Carried (6-0).

6. 2023 Vandalism update report.

There were 2 vandalism incidents in 2023:

- Centennial Park, 05/13/23, report #H23005311. Women's restroom spray painted. No suspects/leads.
- Nixon Park, 12/3/23, report #H23012235. Vehicle drove over freshly planted grass. No suspects/leads.

Other items for consideration-

7. Discussion and possible consideration on moving the Park and Recreation Board meeting time to 6:30pm.

Due to IATC & ECOS committees being dissolved, they will fall under the Park Board in the future. If they need anything they will let staff know to add something to the PB agenda. Due to this, the PB meetings could run longer at times. Ferrell said he would like to attend a couple of meetings before they decide. Discussion to table this item.

Motion (Ferrell/Eisenhut) to table this item to the next meeting. Carried (6-0).

8. 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.

- Wall that heals is coming to Nixon Park this summer.

PARK BOARD MINUTES
MONDAY JANUARY 2, 2024
7:00 PM
PAGE 3

- DPW is starting on the Ice Rink
- Moonlight Hike is on Jan. 25, 2024.
- Recreation Dept. new pt Jill has started.
- Add Carnival to next month's agenda for discussion again.

9. Adjourn-

Motion (Ferrell/De Boer) to adjourn. Carried (6-0).

Meeting adjourned at 7:45 pm.

Respectfully submitted By Recording Secretary,
Deidre Bushey - Deputy Clerk



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	_____

FEES ARE NON-REFUNDABLE

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

ORGANIZATION INFORMATION			
Name of Organization Lake Country Family Fun			
Street Address PO Box 596	City Okauchee	State WI	Zip 53069
Phone Number 920-390-0263	Are you a 501(c)3 Organization?		Yes <input checked="" type="checkbox"/> No
Event Contact Person (First & Last Name) Erin Guenterberg			
Address N8886 Leiger Lane	City Ixonia	State WI	Zip 53036
Email hartlandkidsday@gmail.com	Phone Number 920-390-0263	Day of Event Phone Number 920-390-0263	
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 Hartland Kids Day	Date(s) of Event July 31, 2024	
Event Start Time 9:00 am	Event End Time 2:00 pm	
Location of the Event* Nixon Park		
Will your event take place in a Village of Hartland Park?		Yes <input checked="" type="checkbox"/> No
<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 Hartland Kids Day is the biggest family-centered event in Hartland. It brings in families to the Village of Hartland and promotes community through a positive and engaging event with activities and demonstrations from local businesses and organizations.			
Estimated Number of Participants About 80-100 vendors/participants	Spectators 1,000-3,000 attendees	Vendors 80-100	
Will alcohol be sold/served? <i>If yes, liquor and bartender licenses are necessary under separate application.</i>	Yes	<input checked="" type="checkbox"/>	No
Will you be selling/serving food?	<input checked="" type="checkbox"/>	Yes	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="checkbox"/>	Yes	No
If yes, how many food trucks will be at the event?	5-7		
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
Does the event involve amplified music?	<input checked="" type="checkbox"/>	Yes	No
If yes, will the amplified music be a:	Band	<input checked="" type="checkbox"/>	DJ
Hours of amplified music:	9:00 am to 2:00 pm		
<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?	Yes	<input checked="" type="checkbox"/>	No
Hours of street closure:			
Diagram for Street Closure Provided?	Yes	<input checked="" type="checkbox"/>	No
Will you need barricades provided by the Village for your event?	<input checked="" type="checkbox"/>	Yes	No
How many barricades needed for your event?	4-6		
"Road Closed" signs requested?	Yes	<input checked="" type="checkbox"/>	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 checked="" type="checkbox"/>	Yes	No
Will you be providing portable restrooms and wash stations?	<input checked="" type="checkbox"/>	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?
 3 portable restrooms will be located in the parking lot nearest the fine arts fair building, as suggested by the Village of Hartland.

Will you provide parking for participants?	X	Yes	No
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If yes, where will parking be available?
 Some parking will be available in the parking lot for select vendors and participants.

Will you provide a dumpster/clean-up services?	X	Yes	No
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If yes, please describe your clean-up and refuse collection plan.
 I will secure a dumpster to be placed at the far south end of the parking lot for event garbage. The dumpster will arrive Tuesday and be removed on Thursday.

Will the event require additional security?	X	Yes	No
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Will you have an emergency plan in the event of severe weather?	X	Yes	No
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Will the event require first aid and/or emergency responders?		Yes	X	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?	X	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.



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) Lake Country Family Fun

Renter or Responsible Party Erin Guenterberg

Home/Cell Phone 920-390-0263 Email hartlandkidsday@gmail.com

Address PO Box 596 City/Zip Okauchee, WI 53069

If above person cannot be reached: Stephanie Cutler Phone 414-639-5707

Rental Information

Event Date July 31, 2024 Event Type Family Event/Vendor Booth

Arrival Time (include set-up time) 6:00 am Departure Time (include clean-up time) 4:00 pm

Attendance 2,000+ 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)
- Nixon Warming Shed (flat fee \$85)
- Penbrook (may not use if athletic field reserved)
- Centennial Shelter
- Other Structures to be placed in park (bounce house, dunk tank, climbing wall, etc.) Deposit Required

Open Space Reserved (describe area below)
All grassy area north of Splash Pad and west of E. Park Ave.

Rental Fee (based on number of attendees)

Attendees	Resident	Non-resident
0-50	\$85	\$140
51-100	100	155
101+	150	205

Refundable Deposit (based on number of attendees)

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

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

Erin Guenterberg 1/30/2024
Renter's Signature Date

Erin Guenterberg
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 _____

VILLAGE OF HARTLAND
WARMING SHED AND FINE ARTS CENTER RESERVATION FORM

210 COTTONWOOD AVENUE | HARTLAND, WI 53029 | PHONE 262-367-2714 | FAX 262-367-2430

Reservation for: Warming Shed Fine Arts Center

Organization or Individual's Name: Lake Country Family Fun

Name of Person in Charge: Erin Guenterberg

Telephone Number: Home: 920-390-0263 Work: 920-390-0263

Email Address: hartlandkidsday@gmail.com

Address: PO Box 596 Okauchee, WI 53069

Secondary Contact: Stephanie Cutler

Telephone Number: Home: 414-639-5707 Work: 414-639-5707

Name of Group/Performer: A variety of performers will take the stage, plus a DJ.

Description of Entertainment: A dj will be on stage with dance studios, theater companies, and more.

Is Sponsor Classified as Non-Profit: No

Other Permits Required: Beer Shelter Other

Date Paid: _____ Fees: _____ Deposit: _____ Receipt Number: _____

Warming Shed Fees						
Number of People		20 people max				
Refundable Deposit		\$100.00				
Fees	Resident	\$50.00 + tax				
	Non-Resident	\$90.00 + tax				
Fine Art Center Fees						
Number of People		0-50	51-100	101-200	201-300	301+
Refundable Deposit		\$50.00	\$100.00	\$200.00	\$300.00	\$400.00
Fees	Resident	\$80.00 + tax	\$100.00 + tax	125.00 + tax	150.50 + tax	
	Non-Resident	\$100.00 + tax	\$130.00 + tax	170.00 + tax	200.00 + tax	

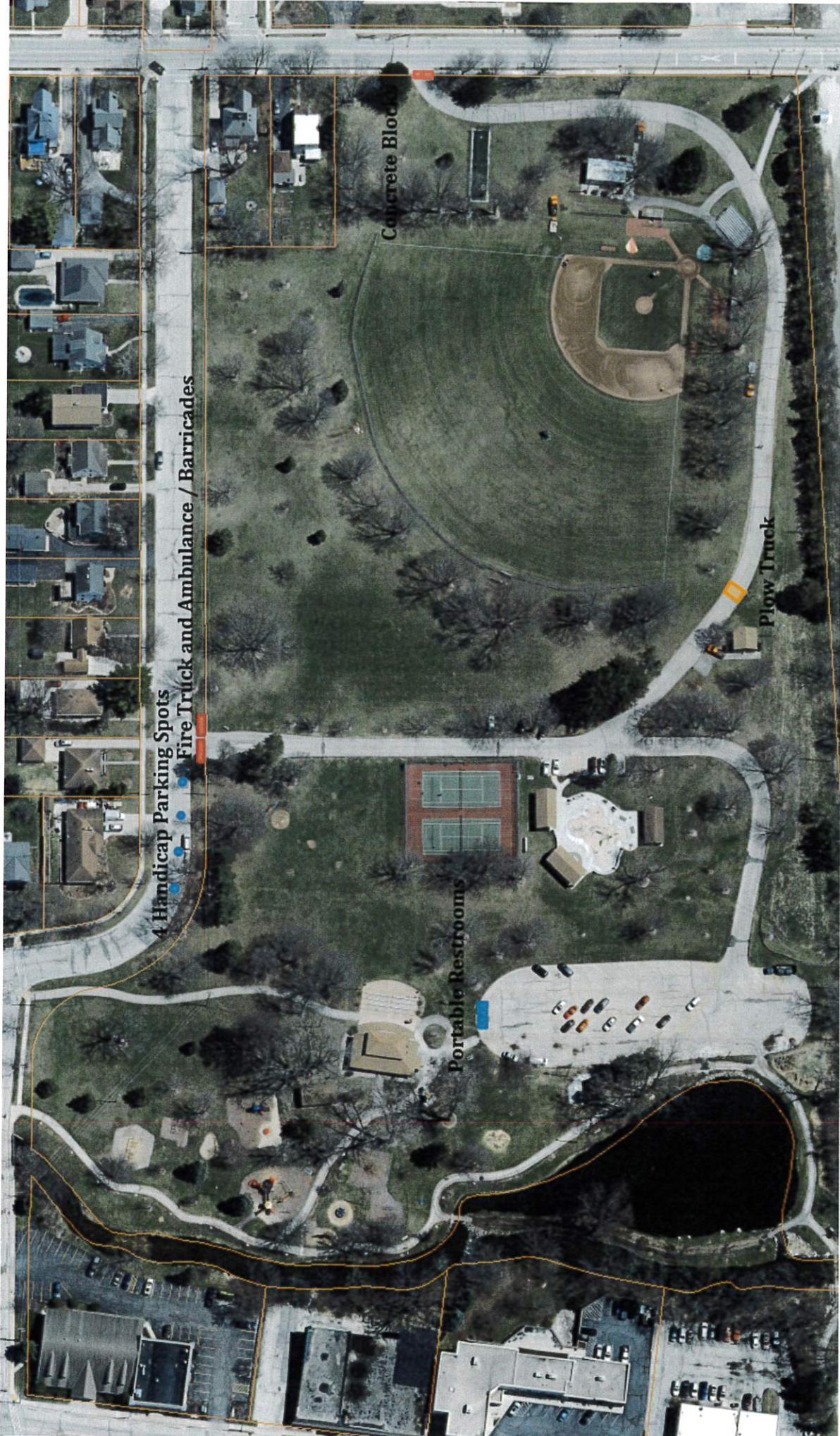
Permit Number:	Date of Use	Time of Use	Resident/ Non-Resident	Estimated Attendance	Insurance Certificate	Electricity Needed	Total Deposit	Date Issued	Issued By

Warming Shed									
Fine Art Center									
Food/Beverage Sales at Concessions Window?									
Sales of Other Items? Describe Items and Point of Sale.									

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

Erin Guenterberg

Signature: _____



4 Handicap Parking Spots
Fire Truck and Ambulance / Barricades

Concrete Block

Plow Truck

Portable Restrooms

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.

Erin Guenterberg
 Signature of Applicant

1/30/2024
 Date

For staff use only

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

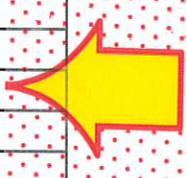
Application forwarded to:

- 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.				
Fire	2/5/24		<i>[Signature]</i>	
Police	01/30/24		<i>[Signature]</i>	
Public Works	01/31/24		<i>[Signature]</i>	
Rec	2/1/24		<i>[Signature]</i>	



Fees

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

All requirements for this special event have been met.

Village Administrator approval
[Signature]

Date
2/7/24



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

SPECIAL EVENT PERMIT APPLICATION

Permit approved	_____	Date	_____
Permit fees paid	_____	Date	_____
Deposit paid	_____	Date	_____
Deposit returned	_____	Date	_____

FEES ARE NON-REFUNDABLE

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

ORGANIZATION INFORMATION			
Name of Organization <i>Oconomowoc Rugby Football Club (ORFC)</i>			
Street Address <i>707 W. Pioneer Rd</i>	City <i>Megunon</i>	State <i>WI</i>	Zip <i>53097</i>
Phone Number <i>262-210-9491</i>	Are you a 501(c)3 Organization?		<input checked="" type="radio"/> Yes <input type="radio"/> No
Event Contact Person (First & Last Name) <i>Beth Wiza</i>			
Address <i>707 W. Pioneer Rd</i>	City <i>Megunon</i>	State <i>WI</i>	Zip <i>53097</i>
Email <i>WizaEA@82@yahoo.com</i>	Phone Number <i>262-210-9491</i>	Day of Event Phone Number <i>262-210-9491</i>	
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. <i>Tim Jacques (Treasurer) 262-215-9030</i>			

EVENT INFORMATION	
Name of Event <i>Lionhunters 7^s Tournament</i>	Date(s) of Event <i>June 15, 2024</i>
Event Start Time <i>7:30 am</i>	Event End Time <i>6pm</i>
Location of the Event* <i>Centennial Park - Football & Soccer fields</i>	
Will your event take place in a Village of Hartland Park?	<input checked="" type="radio"/> Yes <input 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

10th Annual Lionhunters 7^s rugby tournament where Midwest teams compete in 7^s style rugby. We allow 12-14 adult teams to enter. High School teams participate at no charge. Teams arrive/leave at different times throughout the day

Estimated Number of Participants 120-140	Spectators 30-50	Vendors Ø
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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?	<input checked="" type="radio"/> 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>	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>	<input checked="" type="radio"/> Yes	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?	Yes	<input checked="" type="radio"/> No
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If yes, will the amplified music be a:	Band	DJ
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Hours of amplified music:

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:

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?

"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?

Will you provide parking for participants?

Yes

No

If yes, where will parking be available?

In the Park's lot.

Will you provide a dumpster/clean-up services?

Yes

No

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

Will the event require additional security?

Yes

No

Will you have an emergency plan in the event of severe weather?

Yes

No

Will the event require first aid and/or emergency responders?

Yes

No

INSURANCE REQUIREMENTS

The Special Event Sponsor will obtain liability insurance for the event. Proof of this insurance with coverage no less than \$1,000,000, must list the Village of Hartland as an additional insured party and is due no later than 20 days before the event.

Are you able to provide these insurance documents?

Yes

No

DEPOSIT REQUIREMENTS

For events to held in a Village Park: The applicant may be required to submit to the Village a refundable deposit based on number of attendees (see Park Facility Reservation Application). The deposit shall be refunded to applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Village for loss or cleaning costs. The Village reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within twelve (12) hours after the conclusion of the event.

TERMINATION OF AN EVENT

The Village reserves the right to shut down a special event that is in progress if it is deemed to be a public safety hazard by the Hartland Police Department and/or Fire Department and/or there is a violation of Village Ordinances, State Statutes or the terms of the Applicant's permit. The Village Administrator and/or his/her designee may revoke an approved Special Events Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

By signing this form, the applicant certifies authorization to act on behalf of their organization and hereby agrees to hold the Village, its officers, employees, agents and contractors, harmless against all claims, liability, loss, damage or expense (including but not limited to actual attorney's fees) incurred by the Village for any damage or injury to person or property caused by or resulting directly or indirectly from the activities for which the permit is granted. Any change to coverage requires Village approval. The applicant is responsible for obtaining all necessary reservations, permits and licenses.

Beth Wign
Signature of Applicant

1/8/24
Date

For staff use only

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

Village Board approval, if necessary, on:

Application forwarded to:

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

Date: _____

DEPT.	APPROVE	DENY	BY	REASON (if denied)
Bldg. Insp.				
Clerk	✓		SP [Signature]	may need portable restroom OK
Fire	✓		Duff	
Police	✓		Chief [Signature] 1/11/24	
Public Works				
Rec	✓		gnmp	

Fees

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

All requirements for this special event have been met.

[Signature]
Village Administrator approval

2/17/2024
Date

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 ORC HEREBY AGREE AS FOLLOWS:

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

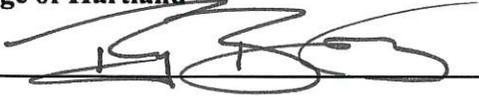
Village of Hartland/Oconomowoc Rugby Club Centennial Park Use Agreement

13. Neither ORC nor any other agency may place any advertising, names, or logos on the Village property without prior written approval from the Village Park and Recreation Board and Village Board.
14. ORC will not be allowed to store hand tools, equipment, field paint, or field painter at the park.
15. This agreement is for the date of June 15, 2024, from 7:30 am to 7:30 pm. If the agreement is cancelled, the Village requires that ORC, at their sole expense, remove all of their equipment and restore all Village property to its condition prior to installation of these items and ORC's use (see item eleven). Notwithstanding paragraph 16, this agreement may be cancelled at any time by the Village Board in the event ORC fails to adhere to the terms of this agreement, especially as they relate to repair of the field after each use to make the surface acceptable by the Village's standards for use by another group.
16. 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."
17. 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.
18. Neither the ORC nor any other agency shall make any modifications/alterations to the facility without prior written approval of the Village.
19. The ORC shall indemnify, defend and hold harmless the Village of Hartland and its elected officials, board members and employees from and against any and all claims, costs, expenses, losses, damages, demands, actions or causes of action which may be asserted against or incurred by Village as a result of ORC use of the property or ORC items used on property. A certificate of insurance shall be provided to the Village at the beginning of each year.

Village of Hartland/Oconomowoc Rugby Club
Centennial Park Use Agreement

Dated this 5th day of January, 2024

Village of Hartland

By:  _____

Ryan Bailey, Village Manager

Oconomowoc Rugby Club

By:  _____

Printed Name: Beth Wiza

Title: Vice President of
Oconomowoc Rugby Football Club



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

SPECIAL EVENT PERMIT APPLICATION

Permit approved	_____	Date	_____
Permit fees paid	_____	Date	_____
Deposit paid	_____	Date	_____
Deposit returned	_____	Date	_____

FEEES ARE NON-REFUNDABLE

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

ORGANIZATION INFORMATION			
Name of Organization <i>Hartland Lake Country Rotary</i>			
Street Address <i>16 M. KATZEL 515 W North Shore</i>	City <i>Hartland</i>	State <i>WI</i>	Zip <i>53029</i>
Phone Number <i>262-367-2181</i>	Are you a 501(c)3 Organization? <i>NO</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Event Contact Person (First & Last Name) <i>Mike Kaiser</i>			
Address <i>515 W. North Shore Dr.</i>	City <i>Hartland</i>	State <i>WI</i>	Zip <i>53029</i>
Email <i>Mkaiser@kaiser-helms.com</i>	Phone Number <i>See Above</i>	Day of Event Phone Number <i>414 852 0755</i>	
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 <i>Annual Splash Pad Lunch</i>	Date(s) of Event <i>7/12/24</i>
Event Start Time <i>10:30 -</i>	Event End Time <i>2pm</i>
Location of the Event* <i>Splash Pad</i>	
Will your event take place in a Village of Hartland Park?	
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<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 <i>Free lunch for community Music Door prizes</i>		
Estimated Number of Participants <i>150-200</i>	Spectators	Vendors <i>NONE</i>
Will alcohol be sold/served? <i>If yes, liquor and bartender licenses are necessary under separate application.</i>	Yes	<input checked="" type="checkbox"/> No
Will you be selling /serving food?	<input checked="" type="checkbox"/> Yes	No
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="checkbox"/> No
If yes, how many food trucks will be at the event?		
Will you be selling merchandise? <i>If yes, you will need to obtain a Solicitor's Permit under separate application.</i>	Yes	<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
Does the event involve amplified music?	<input checked="" type="checkbox"/> Yes	No
If yes, will the amplified music be a:		
	Band	<input checked="" type="checkbox"/> DJ
Hours of amplified music:	<i>10:30 - 2pm</i>	
<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?	Yes	<input checked="" type="checkbox"/> No
Hours of street closure:		
Diagram for Street Closure Provided?	Yes	<input checked="" type="checkbox"/> No
Will you need barricades provided by the Village for your event?	Yes	<input checked="" type="checkbox"/> No
How many barricades needed for your event? <i>X</i>		
"Road Closed" signs requested?	Yes	<input checked="" type="checkbox"/> No
Will you be erecting any tents, canopies or other temporary structure(s)? <i>If yes, You will need to provide a plan for their proposed locations and the Department of Public Works will need to inspect these structures prior to the start of your event. Tents over 400 sq. feet will require inspection by the Building Inspector.</i>	Yes	<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 No

If yes, where will parking be available?

Will you provide a dumpster/clean-up services?

Yes No

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

Will the event require additional security?

Yes No

Will you have an emergency plan in the event of severe weather?

Yes No

Will the event require first aid and/or emergency responders?

Yes No

INSURANCE REQUIREMENTS

The Special Event Sponsor will obtain liability insurance for the event. Proof of this insurance with coverage no less than \$1,000,000, must list the Village of Hartland as an additional insured party and is due no later than 20 days before the event.

Are you able to provide these insurance documents?

Yes No

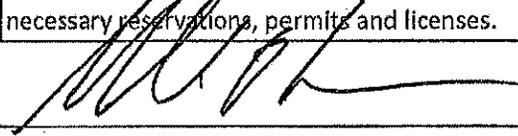
DEPOSIT REQUIREMENTS

For events to held in a Village Park: The applicant may be required to submit to the Village a refundable deposit based on number of attendees (see Park Facility Reservation Application). The deposit shall be refunded to applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Village for loss or cleaning costs. The Village reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within twelve (12) hours after the conclusion of the event.

TERMINATION OF AN EVENT

The Village reserves the right to shut down a special event that is in progress if it is deemed to be a public safety hazard by the Hartland Police Department and/or Fire Department and/or there is a violation of Village Ordinances, State Statutes or the terms of the Applicant's permit. The Village Administrator and/or his/her designee may revoke an approved Special Events Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

By signing this form, the applicant certifies authorization to act on behalf of their organization and hereby agrees to hold the Village, its officers, employees, agents and contractors, harmless against all claims, liability, loss, damage or expense (including but not limited to actual attorney's fees) incurred by the Village for any damage or injury to person or property caused by or resulting directly or indirectly from the activities for which the permit is granted. Any change to coverage requires Village approval. The applicant is responsible for obtaining all necessary reservations, permits and licenses.



Signature of Applicant

2/22/24

Date

For staff use only

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

Village Board approval, if necessary, on:

Application forwarded to:

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

Date: 2/28/24

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

Fees

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

All requirements for this special event have been met.

Village Administrator approval

Date



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 Lake Country Rotary
 Renter or Responsible Party Michael Kaiser
 Home/Cell Phone 414-852-0755 Email mkaiser@kaiserholahan.com
 Address 515 W. North Shore Dr. City/Zip Hartland, WI 53029
 If above person cannot be reached: Vicky Jasiek Phone 262-719-1788

Rental Information

Event Date July 12, 2024 Event Type _____
 Arrival Time (include set-up time) 10:30a Departure Time (include clean-up time) 2pm
 Attendance 150 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)
- Nixon Warming Shed (flat fee \$85)
- Penbrook (may not use if athletic field reserved)
- Centennial Shelter
- Other Structures to be placed in park (bounce house, dunk tank, climbing wall, etc.) Deposit Required
- Open Space Reserved (describe area below)

Between Shelter 1 & 2

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

Michael Kaiser
 Renter's Signature
Michael Kaiser
 Renter's Name (please print)

2/22/24
 Date

Rental Fee (based on number of attendees)

Attendees	Resident	Non-resident
0-50	\$85	\$140
51-100	100	155
101+	150	205

Refundable Deposit (based on number of attendees)

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

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

Office Use Only: Date Paid _____ Amount Paid _____ Receipt # _____ Processed _____

Park Shelter Use Policies

RESERVATIONS

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

To reserve a park shelter or open space, complete the reservation application form and submit it with the required fees and deposits to the Village of Hartland. Reservations are processed on a first-come, first-serve basis. An authorized representative 18 years old or older of the group who shall be personally responsible for the conduct of the participants and for damages must sign the application. Reservation requests will be accepted beginning January 1 each year. All rental fees include Wisconsin sales tax (where applicable).

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

LIMITS TO RESERVATION TIME

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

LIMITS ON USE OF FACILITIES

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

FACILITY AMENITIES

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

PERMITTED

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

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

REFUNDS

In the event of cancellation, permit fee may be refunded. A \$10.00 fee may be charged for administrative processing. To change a reservation, a written request must be submitted 2 weeks prior to the reservation. Contact the Village's Administrative Office for further assistance.

REMINDERS

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



Vendors

The event aims to empower children 6-14 to try their hand at entrepreneurship. Each child will be assigned a table (up to 20 vendors total) that they will set up as their “business” for the day. They will have an opportunity to sell their goods and services to the public and learn valuable skills such as: customer service, money math, marketing, and community involvement. We do not seek to turn a profit from this event, only to cover our hosting fees by charging a small per booth rate for each table or “business”.

Insurance

We can obtain liability insurance for the event if need be.

Parking

Nixon park lots and street parking along E Park Ave. We don't anticipate a large number of excess cars outside of normal park traffic.

Generators

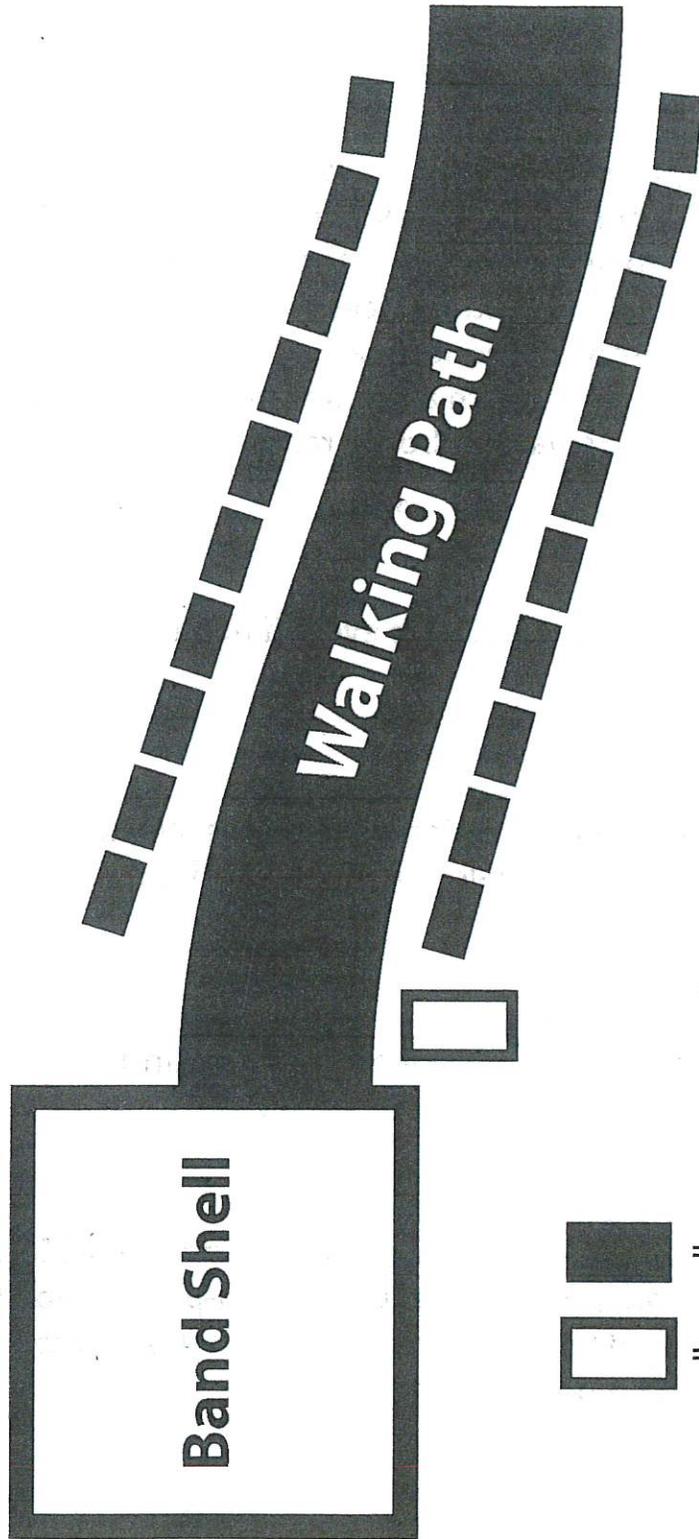
We will not be using electricity or generators of any kind.

More Info

Though the event is solely hosted by Agency 722 and Chloe Machajewski, we are using a framework put together by the non-profit Acton Children's Business Fair, you can find more information about them here:
<https://www.childrensbusinessfair.org/>

Additional Event Info





-  = 6ft Vendor table
-  = 6ft Check in table

Proposed Event Setup





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

SPECIAL EVENT PERMIT APPLICATION

Permit approved	_____	Date	_____
Permit fees paid	_____	Date	_____
Deposit paid	_____	Date	_____
Deposit returned	_____	Date	_____
FEES ARE NON-REFUNDABLE			

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

ORGANIZATION INFORMATION			
Name of Organization Agency 722			
Street Address 483 Manchester Ln	City Hartland	State WI	Zip 53029
Phone Number (616) 888-0468	Are you a 501(c)3 Organization?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Event Contact Person (First & Last Name) Chloe Machajewski			
Address 483 Manchester Ln	City Hartland	State WI	Zip 53029
Email agency722@gmail.com	Phone Number (616) 888-0468	Day of Event Phone Number (616) 888-0468	
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 Hartland Children's Business Fair	Date(s) of Event June 8, 2024
Event Start Time 12:00 PM	Event End Time 4:00 PM
Location of the Event* Nixon Park open space, ideally along the path leading to the park to the right of the band shell.	
Will your event take place in a Village of Hartland Park?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>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.</i>	
<i>*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.</i>	

OTHER INFORMATION

Generally describe your event and its purpose
 The event aims to empower children 6-14 to try their hand at entrepreneurship. Each child will be assigned a table (up to 20 vendors total) that they will set up as their "business" for the day. They will have an opportunity to sell their goods and services to the public and learn valuable skills such as: customer service, money math, marketing, and community involvement. We do not seek to turn a profit from this event, only to cover our hosting fees by charging a small per booth rate for each table or "business".

Estimated Number of Participants 20	Spectators 80	Vendors 20
--	------------------	---------------

Will alcohol be sold/served? *If yes, liquor and bartender licenses are necessary under separate application.* Yes No

Will you be selling/serving food? *Possibly* 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: N/A

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:

Diagram for Street Closure Provided? Yes No

Will you need barricades provided by the Village for your event? Yes No

How many barricades needed for your event?

"Road Closed" signs requested? Yes No

Will you be erecting any tents, canopies or other temporary structure(s)? *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	<input checked="" type="radio"/> No
--	-----	-------------------------------------

If yes, where will parking be available?

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

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

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

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

Will the event require first aid and/or emergency responders?	Yes	<input checked="" type="radio"/> 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? <u>See attached info</u>	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.

Chris Macripisi

02/21/2024

Signature of Applicant

Date

For staff use only

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

3/4/24

Application forwarded to:

- Administrator
- Building Inspector
- Fire Chief

- Police Chief
- Public Works Director
- Rec Director

Village Board approval, if necessary, on:

3/11/24

Date:

2/21/24

DEPT.	APPROVE	DENY	BY	REASON (if denied)
Clerk	SP		3 Polivola	
Fire	✓		MS	
Police	02/22/24		Misko	
Public Works				
Rec	2/26/24		gemp	

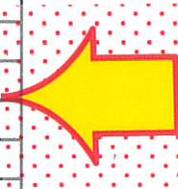
Bldg OK email Scott H.

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

All requirements for this special event have been met.

Village Administrator approval

Date





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) Agency 722
 Renter or Responsible Party Chloe Machajewski
 Home/Cell Phone (616) 888-0468 Email agency722@gmail.com
 Address 483 Manchester Ln City/Zip Hartland 53029
 If above person cannot be reached: Ryan Machajewski Phone 970-485-0983

Rental Information

Event Date June 8, 2024 Event Type Hartland Children's Business Fair
 Arrival Time (include set-up time) 10:00 AM Departure Time (include clean-up time) 5:00 pm
 Attendance 100 Electricity - Yes ___ No X Tax Exempt - Yes ___ No X (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)
- Nixon Warming Shed (flat fee \$85)
- Penbrook (may not use if athletic field reserved)
- Centennial Shelter
- Other Structures to be placed in park (bounce house, dunk tank, climbing wall, etc.) Deposit Required
- Open Space Reserved (describe area below)

Along walking path to right of band shell at Nixon Park

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

Chloe Machajewski 02/21/24
 Renter's Signature Date
 Chloe Machajewski

Renter's Name (please print)

Rental Fee (based on number of attendees)

Attendees	Resident	Non-resident
0-50	\$85	\$140
<u>51-100</u>	<u>100</u>	155
101+	150	205

Refundable Deposit (based on number of attendees)

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

Rental Fee	100.00
Tax (5% on Rental Fee)	5.00
Deposit (if required)	0
Structures deposit (\$100)	0
Total Due	105.00

Office Use Only: Date Paid _____ Amount Paid _____ Receipt # _____ Processed _____

Park Shelter Use Policies

RESERVATIONS

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

To reserve a park shelter or open space, complete the reservation application form and submit it with the required fees and deposits to the Village of Hartland. Reservations are processed on a first-come, first-serve basis. An authorized representative 18 years old or older of the group who shall be personally responsible for the conduct of the participants and for damages must sign the application. Reservation requests will be accepted beginning January 1 each year. All rental fees include Wisconsin sales tax (where applicable).

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

LIMITS TO RESERVATION TIME

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

LIMITS ON USE OF FACILITIES

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

FACILITY AMENITIES

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

PERMITTED

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

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

REFUNDS

In the event of cancellation, permit fee may be refunded. A \$10.00 fee may be charged for administrative processing. To change a reservation, a written request must be submitted 2 weeks prior to the reservation. Contact the Village's Administrative Office for further assistance.

REMINDERS

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



Payment Method
(Check all that apply.)

Checks Payable to:
Village of Hardland
 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.)



Paws in the Park

24th August 2024

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.

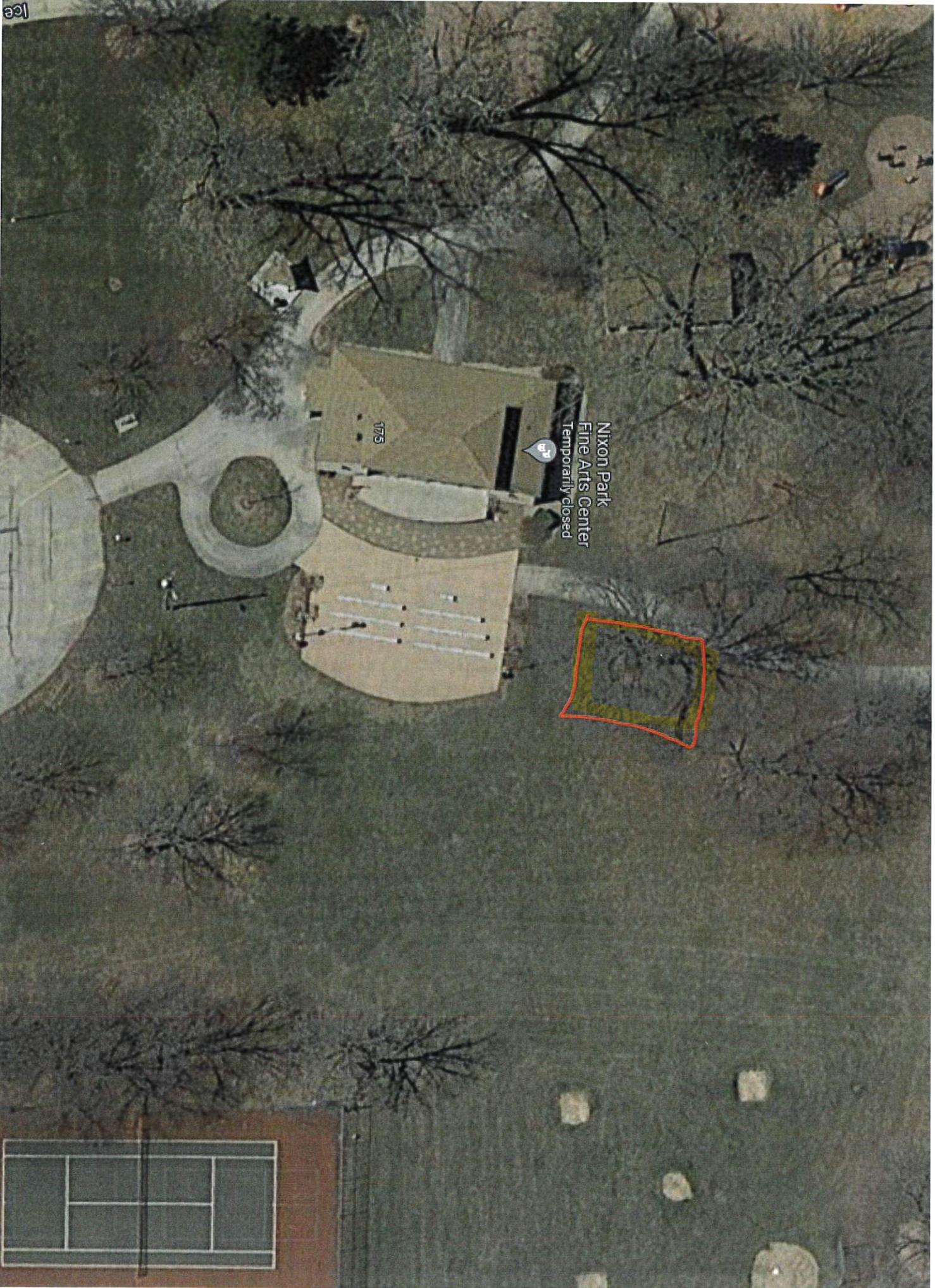
GOALS

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 - 2-3 proposed
 - 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.



Nixon Park
Fine Arts Center
Temporarily closed

175



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

SPECIAL EVENT PERMIT APPLICATION

Permit approved	_____	Date	_____
Permit fees paid	_____	Date	_____
Deposit paid	_____	Date	_____
Deposit returned	_____	Date	_____

FEES ARE NON-REFUNDABLE

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

ORGANIZATION INFORMATION			
Name of Organization <i>Emma Loves Dops Foundation</i>			
Street Address <i>Po Box 230</i>	City <i>Hartland</i>	State <i>WI</i>	Zip <i>53029</i>
Phone Number <i>414 897 3827</i>	Are you a 501(c)3 Organization?		<input checked="" type="radio"/> Yes <input type="radio"/> No
Event Contact Person (First & Last Name) <i>Kelly Zimmerman</i>			
Address <i>634 Cardiff Dr</i>	City <i>Hartland</i>	State <i>WI</i>	Zip <i>53029</i>
Email <i>Kwierdsma@gmail.com</i>	Phone Number <i>414 897 3827</i>	Day of Event Phone Number <i>Same</i>	
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 <i>Paws in the Park</i>	Date(s) of Event <i>8-24-24</i>
Event Start Time <i>5pm</i>	Event End Time <i>9pm</i>
Location of the Event* <i>Nixon Park</i>	
Will your event take place in a Village of Hartland Park?	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
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.	
*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.	

OTHER INFORMATION

Generally describe your event and its purpose

Fundraiser for the emma loves dogs foundation which includes a live band, raffle, and beer garden

Estimated Number of Participants 400	Spectators	Vendors 2-3 food trucks
Will alcohol be sold/served? <i>If yes, liquor and bartender licenses are necessary under separate application.</i>	Yes	<input checked="" type="radio"/> No
Will you be selling/serving food?	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	No
If yes, how many food trucks will be at the event?	2-3	
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
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
Does the event involve amplified music?	<input checked="" type="radio"/> Yes	No
If yes, will the amplified music be a:	<input checked="" type="radio"/> Band	DJ
Hours of amplified music:	5pm - 9pm	
<p><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></p>		
Is street closure requested?	Yes	<input checked="" type="radio"/> No
Hours of street closure:		
Diagram for Street Closure Provided?	Yes	<input checked="" type="radio"/> No
Will you need barricades provided by the Village for your event?	Yes	<input checked="" type="radio"/> No
How many barricades needed for your event?		
"Road Closed" signs requested?	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>	Yes	<input checked="" type="radio"/> No
Will you be providing portable restrooms and wash stations?	Yes	<input checked="" 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?*

Will you provide parking for participants?

 Yes No*If yes, where will parking be available?**will use general park 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?

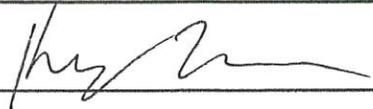
 Yes No**DEPOSIT REQUIREMENTS**

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

2-19-24

 Date

For staff use only

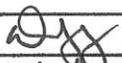
Park/Rec. Board approval, if necessary, on:

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.	YDH			
Clerk				
Fire	✓			
Police	02/22/24		MISC	
Public Works				
Rec	2/20/24		gump	

Fees

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

All requirements for this special event have been met.

Village Administrator approval _____ **Date** _____



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
 Renter or Responsible Party Kelly Zimmerman
 Home/Cell Phone 414 897 3827 Email kwierdsma@gmail.com
 Address Po Box 230 City/Zip Hartland 53029
 If above person cannot be reached: Tammy Mertens Phone 262 349 6241

Rental Information

Event Date 8-24-24 Event Type Fundraiser
 Arrival Time (include set-up time) 3pm Departure Time (include clean-up time) 10pm
 Attendance 400 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)
- Nixon Warming Shed (flat fee \$85)
- Penbrook (may not use if athletic field reserved)
- Centennial Shelter
- Other Structures to be placed in park (bounce house, dunk tank, climbing wall, etc.) Deposit Required
- Open Space Reserved (describe area below)

Rental Fee (based on number of attendees)

Attendees	Resident	Non-resident
0-50	\$85	\$140
51-100	100	155
101+	150	205

Refundable Deposit (based on number of attendees)

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

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

Kelly Zimmerman
 Renter's Signature
Kelly Zimmerman
 Renter's Name (please print)

2-16-24
 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 _____

Park Shelter Use Policies

RESERVATIONS

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

To reserve a park shelter or open space, complete the reservation application form and submit it with the required fees and deposits to the Village of Hartland. Reservations are processed on a first-come, first-serve basis. An authorized representative 18 years old or older of the group who shall be personally responsible for the conduct of the participants and for damages must sign the application. Reservation requests will be accepted beginning January 1 each year. All rental fees include Wisconsin sales tax (where applicable).

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

LIMITS TO RESERVATION TIME

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

LIMITS ON USE OF FACILITIES

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

FACILITY AMENITIES

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

PERMITTED

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

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

REFUNDS

In the event of cancellation, permit fee may be refunded. A \$10.00 fee may be charged for administrative processing. To change a reservation, a written request must be submitted 2 weeks prior to the reservation. Contact the Village's Administrative Office for further assistance.

REMINDERS

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



VILLAGE OF HARTLAND FINE ARTS CENTER USE POLICY

1. The goal of the establishment of the Fine Arts Center is to make available a facility that would encourage family usage with programming which could reasonably be accommodated by the size and layout of the Facility and conditions with respect to the surrounding area such as availability of parking, access routes and public safety staffing.
2. Permits for prior uses approved by the Park Board and repeated on an annual basis may be approved by staff and permits for other use of the Fine Arts Center must be submitted to the Park Board in writing on this application for approval. Requests will be granted or denied by the Park Board. (Park Board meets the first Monday of the month at 7:00 p.m. in the Village Board Room in the Village Hall). Permits must be submitted for approval two weeks prior to the Park Board meeting.
3. For scheduling purposes, uses sponsored by the Village of Hartland through a single event or series will have priority. The uses will be scheduled beginning January 1 of the year they are going to occur. Other uses may be scheduled after April 1 of the year they are going to occur. Water service and restrooms will be shut off/closed from October 15 to May 1.
4. Sponsor of Fine Arts Center use may be required to provide proof of insurance. Determination as to whether insurance will be required will be made by the Park Board. Permit holder shall submit proof of general liability coverage for not less than \$500,000 and provide an original Certificate of Insurance, naming the Village of Hartland and its agents, officers and employers as additional insured parties. Minimum 30-day notice of cancellation shall be provided.
5. All uses must be free of charge. Participants may not pass a collection plate, or solicit from the audience. Donations may be accepted at concession areas only. Material distribution must be confined to the concession areas.
6. Uses of the Fine Arts Center shall not begin before sun up and shall end no later than sun down or the specific requested closing time approved by the Park Board.
7. Sales of food or refreshments by civic groups are allowed at the concession area (defined as the window in the Fine Arts Center). Sales of any other items anywhere else at the Fine Arts Center are subject to Park Board and/or Village Board approval.
8. Vehicles cannot be parked in the picnic areas or on the grass.
9. No grills, fire or hot coals will be permitted within the FAC building.
10. All equipment and articles must be removed from the park by sun down or the closing time approved by the Park Board.
11. It will be the responsibility of the sponsor/individual reserving the Fine Arts Center to pick up litter in the area after the event, including in the Fine Arts Center, concession area, rest rooms and surrounding park area. The applicant will be responsible for any damage or excessive clean up required and the cost will be deducted from the deposit.
12. Cancellation policy. The Village reserves the right to cancel or stop use at any time. Reasons may include but are not limited to failure to comply with regulations, inclement weather with potential damage to grounds, lack of crowd control, conduct or activity not covered in original proposal. The Village Administrator, Director of Public Works, Police Chief and/or Fire Chief or their designated representatives shall have the authority to cancel an event. If the applicant desires to cancel, proper notice should be provided to the Village as soon as possible.
13. If Shelter #4 is reserved, applicant shall pay the reservation fee. See Shelter reservation application.
14. Picnic Tables Usage: There are a limited number of picnic tables available in the parks for all users. Large groups will provide their own additional seating. Please respect the rights of others to utilize the park facilities.
15. The volume of radios, sound systems, etc. must be kept at level so as to not unreasonably annoy or disturb the peace and quiet of other park users or surrounding residents in accordance with Section 9.07 of the Municipal Code.
16. Supervision: The applicant and all named persons responsible for supervision must be present from the time the facility is opened, while the event is in progress, and must wait until all users of the building have vacated the building or premises and have completed security measures. The applicant and the individuals supervising the function shall be responsible for the conduct and control of both patrons and participants of each function. The applicant and individuals supervising are responsible for seeing that no equipment or other portions of facilities are used except those that are requested in the building use application. The applicant and the persons responsible for supervision shall see that the facility is left in the same condition as when the organization entered the facility.
17. It shall be the responsibility of the applicant and those associated with applicant to avoid the violation of any provision of the Village of Hartland, State or Federal ordinances, Statutes, regulations and codes. The individual/organization using the facility assumes all responsibilities for injuries that may occur to persons or participants.
18. No smoking will be allowed in the Fine Arts Center building.
19. Keys may be picked up at the Village Hall M-F, 7:30 a.m. -- 4:30 p.m. They must be returned to the Village within 48 hours after FAC use during normal office hours or may be left in the drop box located at the front of the Village Hall. It shall be the responsibility of the applicant to make sure the facility is locked up after use.
20. The FAC restrooms are open to all park patrons and are not exclusive to the permit holder.
21. **Malt Beverages:** Are permitted in all picnic areas when a valid malt beverage permit is procured from the /Admin. Office. FAC/shelter reservation is required if so desired. No other intoxicating liquor products are permitted.
22. **Refunds:** In case of cancellation, permit fee can be refunded **ONLY IF**, at least **TWO WEEKS** prior to event, a written request and **ORIGINAL PERMIT** are received by the Village Hall office. A \$10.00 fee will be charged for administrative processing. The **ORIGINAL PERMIT**, a written request and a \$10.00 fee is required to change a reservation.
23. Dogs must be licensed, on a leash not exceeding six feet in length and under the owner's control. Owners shall promptly remove and dispose of any excrement in a sanitary manner.



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

SPECIAL EVENT PERMIT APPLICATION

Permit approved	_____	Date	_____
Permit fees paid	_____	Date	_____
Deposit paid	_____	Date	_____
Deposit returned	_____	Date	_____

FEES ARE NON-REFUNDABLE

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

ORGANIZATION INFORMATION			
Name of Organization <i>Hartland Public Library</i>			
Street Address <i>110 E. Park Ave.</i>	City <i>Hartland</i>	State <i>WI</i>	Zip <i>53029</i>
Phone Number <i>262-367-3350</i>	Are you a 501(c)3 Organization?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Event Contact Person (First & Last Name) <i>Andy Kristensen</i>			
Address <i>110 E. Park Ave.</i>	City <i>Hartland</i>	State <i>WI</i>	Zip <i>53029</i>
Email <i>akristensen@hartland.lib.wi.us</i>	Phone Number <i>262-367-3350</i>	Day of Event Phone Number <i>262-957-4919</i>	
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 <i>Summer Reading Program Kickoff</i>	Date(s) of Event <i>June 7</i>
Event Start Time <i>5 PM</i>	Event End Time <i>7 PM</i>
Location of the Event* <i>Nixon Park</i>	
Will your event take place in a Village of Hartland Park?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<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

This is the official kick-off event for our summer reading program. Using Shelter 4, the Fine Arts Center Stage, and the grassy area adjacent to the Stage, we'll have 2 Storytime performers, a DJ playing music after the performers, ice cream to give away from a Little Dipperz cart, an inflatable obstacle course,

Estimated Number of Participants 100-200	Spectators —	Vendors —
---	-----------------	--------------

Yard games and a table to sign families up for the Summer reading program.

Will alcohol be sold/served? <i>If yes, liquor and bartender licenses are necessary under separate application.</i>	Yes	No
---	-----	----

Will you be selling/serving food?	Yes	No
-----------------------------------	-----	----

Will you have food trucks? <i>If yes, you will need to obtain Outside Food Vendor Permits under separate application.</i>	Yes	No
---	-----	----

If yes, how many food trucks will be at the event?	N/A	
--	-----	--

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

Does the event involve fireworks? <i>If yes, you will need to obtain a Fireworks Permit under separate application.</i>	Yes	No
---	-----	----

Does the event involve amplified music?	Yes	No
---	-----	----

If yes, will the amplified music be a:	Band	DJ
--	------	----

Hours of amplified music:	5 PM - 7 PM
---------------------------	-------------

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?	N/A	
--	-----	--

"Road Closed" signs requested?	Yes	No
--------------------------------	-----	----

Will you be erecting any tents, canopies or other temporary structure(s)? <i>If yes, You will need to provide a plan for their proposed locations and the Department of Public Works will need to inspect these structures prior to the start of your event. Tents over 400 sq. feet will require inspection by the Building Inspector.</i>	Yes	No
---	-----	----

Will you be providing portable restrooms and wash stations?	Yes	No
---	-----	----

OTHER INFORMATION CONTINUED

If yes, how many will you provide and where will they be located? Also how will solid waste be disposed of?

N/A

Will you provide parking for participants?

Yes

No

If yes, where will parking be available?

At Nixon Park and 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.

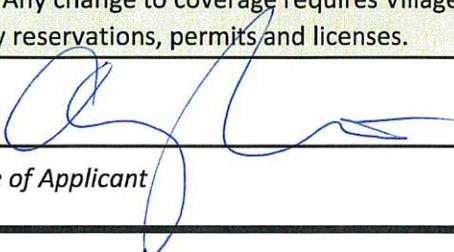
TERMINATION OF AN EVENT

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

Date



2/27/24

For staff use only

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

Application forwarded to:

Administrator

Police Chief

Building Inspector

Public Works Director

Village Board approval, if necessary, on:

Fire Chief

Rec Director

Date: _____

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

Fees

_____ Outside Food Vendors

_____ Special Event Permit

TOTAL FEES

_____ Park Facility Fees

_____ Temp. Bartender's

_____ Solicitor's Permit(s)

_____ Temp. Class B

All requirements for this special event have been met.

Village Administrator approval

Date



2024 Ice Age Trail Committee Events and Checklist

This arm of the ad hoc committee stays committed to enhancing and promoting the experiences available to those who utilize the Ice Age trail segment of Hartland and the Ice Age Trail as a whole.

The following listed activities are in addition to the regularly scheduled adult and Wee Walker hikes that are currently promoted through the Hartland Recreation department.

Winter Moonlight Hike – Thursday, 1/25/24 - Nixon Park

- Arrange for use of Warming Hut as meeting place. Cost?
- Select route and secure help for traffic control as needed.
- Arrange for materials: Hot chocolate, illuminated vests, lights, etc.
- Promote through village website, program guide, Facebook, IATA, etc.
- Arrange for event volunteers and guides.
- Next event: Saturday, 1/11/25

Bark River Bash – Saturday, 5/4/24 - Nixon Park (promotional event)

- Arrange for booth site through the BID, cost?
- Secure pop-up tent, Monty, Kayak, other items of interest for drawing attention.
- Arrange for materials: Brochures, handouts, give aways, etc.
- Arrange for event booth volunteers.

Hartland Kids Day – Wednesday, 7/31/24 - Nixon Park (promotional event)

- Arrange for booth site at Lake Country Family Fun. Cost? (Shared booth with village in the past).
- Secure pop-up tent, Monty, other items of interest for drawing attention.
- Arrange for materials: Brochures, handouts, give aways, etc.
- Arrange for event booth volunteers.

National Night out – Thursday, 8/8/24 - Nixon Park (promotional event)

- Arrange for booth site with the village. Cost?
- Secure pop-up tent, Monty, other items of interest for drawing attention.
- Arrange for materials: Brochures, handouts, give aways, etc.
- Arrange for event booth volunteers.

Hometown Parade- Sunday, 6/30/24 - Downtown Hartland (promotional event)

- Have been offered the BID entry spot in previous years (used 3 times)
- Arrange for materials: Brochures, handouts, give aways, etc.
- Arrange float, marching unit, event volunteers.

Mammoth Moonlight Hike – Friday, 10/18/24 - Cottonwood Wayside

- Arrange for use of Shelter at the Cottonwood Wayside. Cost?
- Arrange for use of the Chimney with the Fire chief. (used twice previously).
- Arrange for overflow parking (Dorner) and police awareness as needed.
- Arrange materials: Brochures, handouts, refreshments, vests, lights, etc.
- Promote through village website, program guide, Facebook, IATA, etc.
- Arrange for event volunteers and guides.

General information

- The Park and Recreation Board Meets the first Monday of the month.
- Items needing their review/action must be made available to the village two Wednesdays prior to that monthly meeting.
- Additionally, items needing Village board meeting action will be forward to the next available bimonthly session.
- Please allow for the appropriate time to meet these requirements.

2/7/2024



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

SPECIAL EVENT PERMIT APPLICATION

Permit approved	_____	Date	_____
Permit fees paid	_____	Date	_____
Deposit paid	_____	Date	_____
Deposit returned	_____	Date	_____

FEES ARE NON-REFUNDABLE

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

ORGANIZATION INFORMATION				
Name of Organization <i>Ice Age Trail Ad Hoc Committee</i>				
Street Address <i>210 Cottonwood Avenue</i>		City <i>Hartland</i>	State <i>WI</i>	Zip <i>53029</i>
Phone Number <i>262-367-0352</i>		Are you a 501(c)3 Organization?		<input checked="" type="radio"/> Yes <input type="radio"/> No
Event Contact Person (First & Last Name) <i>Sara Rennekamp</i>				
Address <i>210 Cottonwood Avenue</i>		City <i>Hartland</i>	State <i>WI</i>	Zip <i>53029</i>
Email <i>sara@villageofhartland.wi.gov</i>	Phone Number <i>262-367-0352</i>		Day of Event Phone Number <i>262-367-0352</i>	
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 <i>Mammoth Moonlight Hike</i>		Date(s) of Event <i>October 18, 2024</i>
Event Start Time <i>6:30 pm</i>		Event End Time <i>8:00 pm</i>
Location of the Event* <i>Cottonwood wayside</i>		
Will your event take place in a Village of Hartland Park?		<input checked="" type="radio"/> Yes <input 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 A free community event to hike through the trails in Cottonwood Wayside. Requesting use of the chimney for a fire. Requesting police presence at the event. Requesting fire presence at the event.		
Estimated Number of Participants 100+, weather dependent	Spectators Ø	Vendors Ø
Will alcohol be sold/served? <i>If yes, liquor and bartender licenses are necessary under separate application.</i>	Yes	<input checked="" type="radio"/> No
Will you be selling/serving food?	<input checked="" 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>	Yes	<input checked="" type="radio"/> No
If yes, how many food trucks will be at the event?		
Will you be selling merchandise? <i>If yes, you will need to obtain a Solicitor's Permit under separate application.</i>	Yes	<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>	Yes	<input checked="" type="radio"/> No
Does the event involve amplified music?	Yes	<input checked="" type="radio"/> No
If yes, will the amplified music be a:		Band DJ
Hours of amplified music:		
<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?	Yes	<input checked="" type="radio"/> No
Hours of street closure:		
Diagram for Street Closure Provided?	Yes	<input checked="" type="radio"/> No
Will you need barricades provided by the Village for your event?	Yes	<input checked="" type="radio"/> No
How many barricades needed for your event?		
"Road Closed" signs requested?	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>	Yes	<input checked="" type="radio"/> No
Will you be providing portable restrooms and wash stations?	Yes	<input checked="" 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?

Will you provide parking for participants?

Yes

No

If yes, where will parking be available?

Overflow parking in Danner's neighboring lot.

Will you provide a dumpster/clean-up services?

Yes

No

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

Will the event require additional security?

Yes

No

Will you have an emergency plan in the event of severe weather?

cancelled

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

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[Signature]
Signature of Applicant

2-26-24
Date

For staff use only

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

Application forwarded to:

Administrator

Police Chief

Building Inspector

Public Works Director

Village Board approval, if necessary, on:

Fire Chief

Rec Director

Date: 2-28-24

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

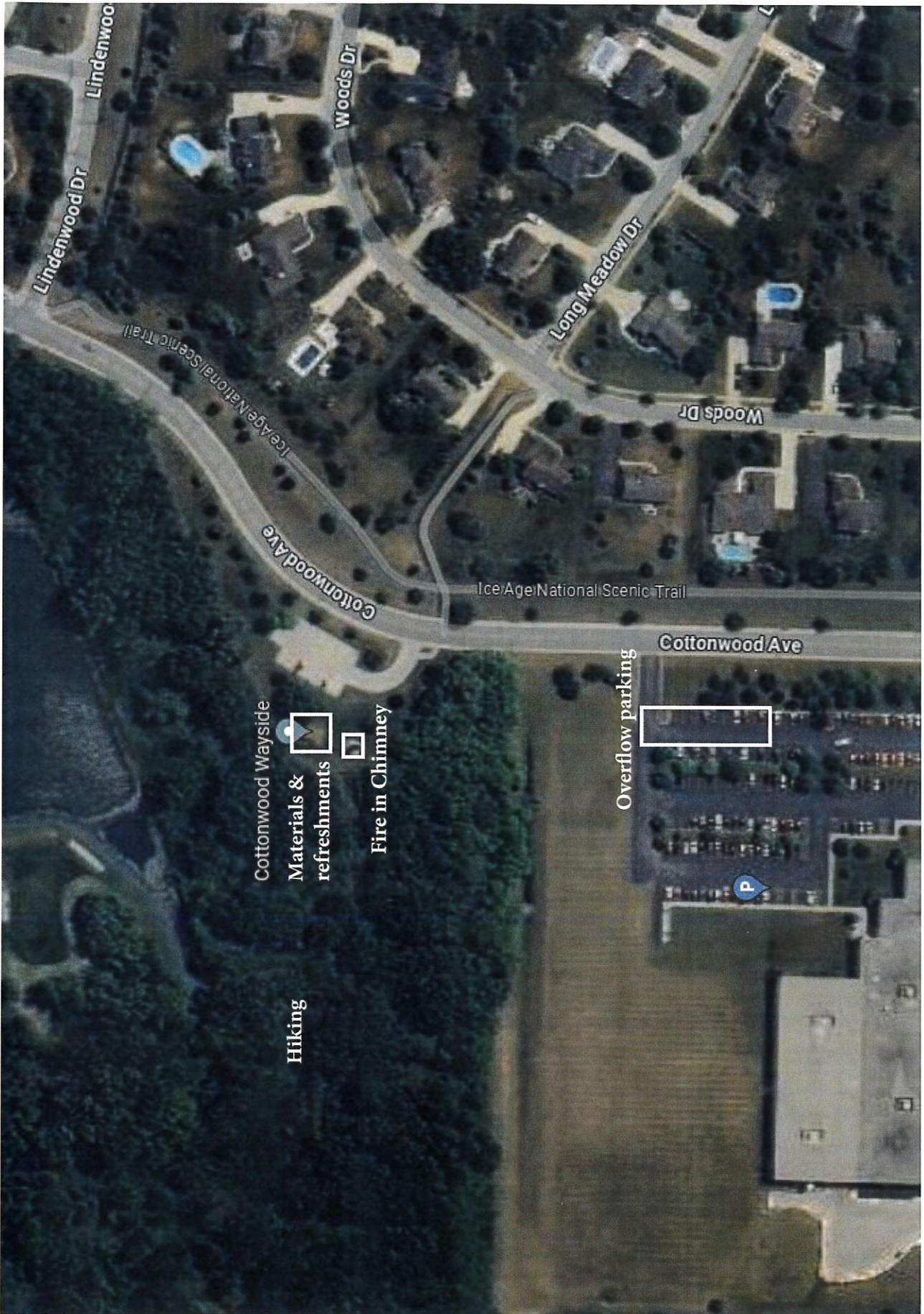
Fees

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

All requirements for this special event have been met.

Village Administrator approval

Date



Lindenwood Dr
Lindenwood Dr

Woods Dr

Long Meadow Dr

Woods Dr

Ice Age National Scenic Trail

Cottonwood Ave

Ice Age National Scenic Trail

Cottonwood Ave

Cottonwood Wayside

Materials & refreshments

Fire in Chimney

Overflow parking

Hiking

P

ECOS 5-year plan

Bark River Corridor

Centennial Park

Park proper - west of paved path (Kiwanis as friend group)

1. Eradication- Kiwanis near pond/ bend, move burn pile.
2. Restoration- ground cover- village, add trees- Kiwanis, ECOS, village.
3. Maintenance- Regrowth- Kiwanis, general maintenance village

West bank- Merton (Ben Huth) – owns south to T

1. Eradication- Educate neighbors on invasive species control.
2. Restoration- Property owner
3. Maintenance- Property owner

Rae Drive Corridor (Friends group from subdivision?)

Village owned to T. (pair/time with work on Centennial segment)

1. Eradication - Kiwanis to finish.
2. Restoration – ground cover – village, add trees – Kiwanis, ECOS, village.
3. Maintenance – Regrowth – Kiwanis, general maintenance village.
4. Special – Educate property owners/ no dumping on village property.

Privately owned. (They own to water's edge)

1. Eradication – village to keep path overhead clear/safe, river flowable.
2. Maintenance – village to maintain path surface, create better southern access.
3. Maintenance – boardwalk IATA. Owners the rest
4. Special – educate homeowners on everyone's responsibilities.

Hartbrook Park

Park proper

1. Maintenance - status quo - DPW

Hartbrook West (Friends group potential)

1. No eradication needed – village.
2. Restoration ongoing (add trees) – village.
3. Maintenance – village (regular budget).

Bark River Greenway

Hyw 16 to Lawn

1. Eradication – Remove dead trees – village, Knotweed village/ECOS.
2. Restoration – ongoing (add trees) village. (Replace chipped river path)
3. Maintenance – village (regular budget)

Lawn to Capitol

1. Eradication – completed by village.
2. Restoration – dogwood at bend, add trees – village/ECOS.
3. Maintenance – status quo DPW.

Privately owned Palmers to Haight Dr

West Bank (BMO, Tabi's, Pharmacy)

1. Eradication - Private – Educate property owners on invasive species control.
2. Restoration – Private
3. Maintenance - Private

East Bank (Palmer's, Haight/Fabian)

1. Eradication – Private – Educate property owners on invasive species control.
2. Restoration –
3. Maintenance -

Haight to Park

Library segment

1. Eradication – North Kiwanis, South weed control ECOS/Village DPW
2. Restoration – Kiwanis, Wild Ones?
3. Maintenance – Kiwanis, DPW

Legion Hall

1. Eradication – Private – Educate property owners on invasive species control.
2. Restoration – Private
3. Maintenance - Private

Private owners (Goodwin)

1. Eradication- Private – Educate property owners on invasive species control.
2. Restoration- Private
3. Maintenance - Private

Nixon Park

Park Proper

1. Maintenance – status quo DPW

West Bank

1. Eradication – Private- Educate property owners on invasive species control.
Village Segment – friends' group/ DPW.
2. Restoration- Private
3. Maintenance - Private

Mill Place Greenway

Village – East

1. Eradication – Friends group/DPW
2. Restoration – DPW, if needed
3. Maintenance – DPW
4. Special – DPW may remove blockage/debris at Cardinal Lane tunnel as needed.

Private – West

1. Eradication – Private -Educate property owners on invasive species control.
2. Restoration- Private
3. Maintenance - Private

Cardinal to Lindenwood (east of Cottonwood)

Marsh east of Bark River-IATA

Bank west of Bark River- Private

Section south of above- River Reserve common area – Easement for IATA

1. Special – Cottonwood bridge -portage area – village land (Road bed).

Cottonwood Wayside/Marsh (west of Cottonwood)

Village owned.

1. Eradication – Possible FECON use
2. Restoration – village
3. Maintenance – village
4. Special – Task Force – engage with industrial properties, expand trail network to NGOs.

IATA owned.

1. Eradication – IATA
2. Restoration – IATA
3. Maintenance – IATA
4. Special - Task Force – improve boardwalk, signage. – IATA – funding is an issue.

WCLC owned.

1. Eradication – WCLC
2. Restoration – WCLC
3. Maintenance – WCLC
4. Special – Passible Bark River through property. - WCLC

Other Lands

Maple Wayside

IATA

1. Eradication – IATA
2. Restoration – IATA
3. Maintenance – IATA
4. Special – Task Force – Educational use for Ice Age Geology. - Hartland IATC

Penbrook Park

Park Proper

1. Maintenance – status quo DPW.

Conservancy

1. Eradication – ECOS, volunteers
2. Restoration – ECOS (Chips landing?)
3. Maintenance – White trail IATA, volunteers
4. Special - Task Force – Educational signage - Hartland IATC

Private owners- Northern border to railroad tracks , engage adjacent owners.

Nottingham Park (Hartridge water tower area)

1. Eradication – Friends group/homeowners
2. Restoration – Friends group/homeowners – minimal need
3. Maintenance – village DPW

Northwest Park (on Campus Drive)

1. Eradication – none needed.
2. Restoration – none needed.
3. Maintenance – Gehl Conservancy currently

Updated 9/15/23.



Beer Garden

Tables

Ticket & Wristband Tent

Snow Fence

Ice

Bar

ATMs

Lights

Tables

Snow Fence

Sound Stage

VIP

Stage
24x32'

Snow Fence

Band Parking

Restroom

Food Vendors

Light

Food 1

40'x30'

Food 2

40'x30'

Food 3

40'x20'

Food 4

40'x30'

Power Box

Power Box

Restrooms & Wash Stations

Snow Fence 50'

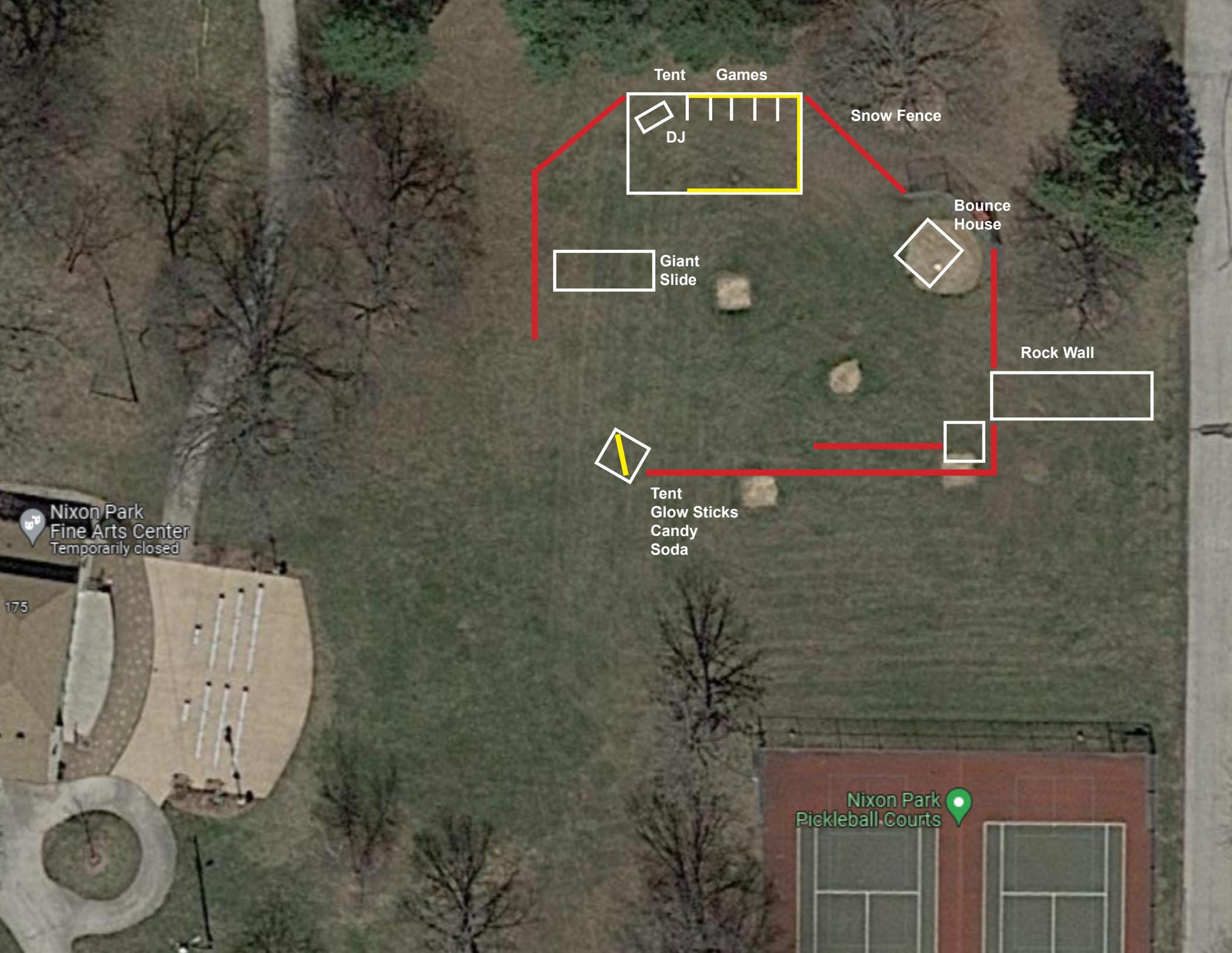
String Lights

Bar 2

Lights

Light Box Counting
Pin any outdoor food

Snow Fence



Tent

Games



Snow Fence

Bounce House



Giant Slide

Rock Wall



Tent
Glow Sticks
Candy
Soda

Nixon Park
Fine Arts Center
Temporarily closed

Nixon Park
Pickleball Courts

175

Pattern Shown – NEW Crown & Arch display. Call for more details.



4-LED RGBW Light Set



RGBW Light Set Product Update

Even Better Performance | Even More Colors!

Adjustable Color Temperature

Original RGBW Lights
5000-5500K



New RGBW Lights
2700-6500K



Warm White



Cool White



Pastel Blue



Vibrant Blue



Pastel Green



Vibrant Green

For years, our professionals have been selling and installing Airmax RGBW Color-Changing LED Light Sets to create a breathtaking atmosphere for pond owners across the country. We are pleased to announce some fantastic updates to one of the most popular light sets on the market!

Updated Features Include:

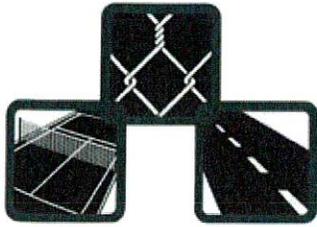
- **15% More Lumens.**
- **Adjustable Color Temperature:** Broader range of Kelvin allows for changes from cool white to warm white, and vibrant colors to pastels.
- **Updated remote to include new functionality.**
- **Old remotes can still be utilized as a back up.**



Original Remote



New Remote



MUNSON, INC.
Established 1955

MUNSON FENCE DIV.
MUNSON-ARMSTRONG PAVING DIV.
MUNSON TENNIS COURT DIV.

6747 N. Sidney Place Glendale, WI 53209

Phone: (414) 351-0800 FAX: (414) 351-0879

www.munsoninc.com

PROPOSAL SUBMITTED TO:

VILLAGE OF HARTLAND
701 PROGRESS DR
HARTLAND WI 53029

DATE:

February 7, 2024

JOB NAME & LOCATION

PEMBROOK, JOLIET
AND HARTBROOK
PARKS BASKETBALL
COURTS

262-367-4750

LEOJ@VILLAGEOFHARTLAND.WI.GOV

REMOVE AND REPLACE 3 BASKETBALL COURTS

1. Owner to remove existing basketball backboards and standards. Backfill holes and compact using ¾" crushed limestone.
2. Munson will remove existing asphalt salvaging the stone base.
3. Import up to 20 tons of crushed stone to adjust grades and improve stone base.
4. Fine grade for proper drainage and compact using vibratory roller.
1. Pave 2" compacted average thickness, binder course with 12.5mm asphalt design.
5. Pave 1.5" compacted average thickness top course with a 5LT Virgin mix design. No shingles or recycled asphalt.
6. Furnish and install 5 4 ½ OD galvanized 90-degree poles with 4' overhang fan aluminum backboard with ss & double rim set in concrete footings.
7. Apply 4 coat Laykold color system. Two coats of acrylic resurfacer and two coats of solid medium green.
8. Stripe white masked play lines.

PRICE: \$70,181.00

NOTES:

1. Asphalt repairs to parking lots will be based on a Time and Material basis. This may or may not occur, due to heavy equipment access.
2. Any unstable base discovered during grading will be excavated and stone installed on a Time and Material basis.
3. Any landscaping by owner. This should be done after the surface has been painted.
4. All 3 courts are to be done at the same for this price. Otherwise, multiple trip charges will be incurred.
5. *Munson is a member of the ASBA – American Sports Builders Association. ASBA is a national organization for tennis court builders, designers, and suppliers. Their members are held to high standards regarding the*

AUTHORIZED
SIGNATURE:


David Marks – Sales / Project Manager

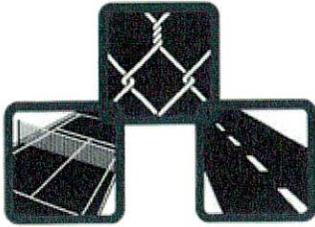
NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL: The above prices, specifications and attached Terms and Conditions are satisfactory and hereby accepted. You are authorized to do the work as specified.

SIGNATURE: _____

Date of Acceptance: _____

SIGNATURE: _____



MUNSON, INC.
Established 1955

MUNSON FENCE DIV.
MUNSON-ARMSTRONG PAVING DIV.
MUNSON TENNIS COURT DIV.

6747 N. Sidney Place Glendale, WI 53209

Phone: (414) 351-0800 FAX: (414) 351-0879

www.munsoninc.com

PROPOSAL SUBMITTED TO:

VILLAGE OF HARTLAND
701 PROGRESS DR
HARTLAND WI 53029

DATE:

February 7, 2024

JOB NAME & LOCATION

PEMBROOK, JOLIET
AND HARTBROOK
PARKS BASKETBALL
COURTS

262-367-4750

LEOJ@VILLAGEOFHARTLAND.WI.GOV

construction and maintenance of tennis courts. It is recognized as a centralized source for technical information, including consumer-oriented information, and Munson Inc. has received numerous national awards from this organization for our tennis court work.

6. A water source for pressure washing is to be provided by the Owner.

7. Due to normal construction activities, Munson cannot be held responsible for damage to existing lawns and pavements.

8. Weather tolerances for tennis court work/materials are between June 1 – September 30.

9. We adhere to the pricing provided to the best of our ability. However, this is not always possible due to occasional sudden material cost increases. While these events are rare, should this occur before installation, we will notify the Owner of any price modifications before proceeding with the work.

AUTHORIZED
SIGNATURE:

David Marks - Sales / Project Manager

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL: The above prices, specifications and attached Terms and Conditions are satisfactory and hereby accepted. You are authorized to do the work as specified.

SIGNATURE: _____

Date of Acceptance: _____

SIGNATURE: _____

A. MUNSON, INC. TERMS & CONDITIONS

1. Upon acceptance of this contract, if a cancellation notice is not received in writing within three days of acceptance, Munson, Inc assumes that the owner or owner's agent accepts the work herein described and the terms and conditions of sale herein contained. Any withdrawal of this contract could result in partial billing to reimburse Munson, Inc. for planning, preparation, and materials already ordered or installed on the job site.
2. This contractor is not responsible for damage to or injuries caused by any privately (not installed by a Public Utility) placed underground wires, pipes, sewers, conduits, obstructions or restrictions. The owner or his agent agrees to indemnify and hold harmless Munson Fence Div./Munson-Armstrong Paving Div., Munson Inc. from any and all claims, liabilities, costs and expenses whatsoever arising from above.
3. Property owner is responsible for any necessary permits or variances, unless specifically noted in the contract
4. The contract does not contemplate the encountering of underlying rock, concrete, wood or other unsuitable materials or unusual conditions during excavation. Should these conditions be encountered the owner shall be charged for the extra work incurred.
5. The contract does not contemplate "frost-digging" conditions, unless specifically stated in this contract. Should owner require installation during such conditions, an additional charge will be made based on the actual time and equipment required to complete the installation.
6. Any alteration or deviation from stated specifications involving extra costs will become an extra charge over and above original contract. Any such alteration or deviation from stated specifications will be performed only upon submission of a written change order, and Owner/Contractor will be required to pay to Munson, Inc. an extra charge over and above the original contract price for performance of the requested change order.
7. If, after notification, Munson, Inc. is unable to complete its work due to unmoved vehicles or obstructions, Munson, Inc. may bill for additional trip charges or vehicle towing charges.
8. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.
9. All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices.
10. All labor and material is conclusively accepted as satisfactory unless this contractor is notified in writing within 72 hours after the work is performed.
11. Any claim for property damage is conclusively waived unless this contractor is notified in writing within 72 hours of the occurrence.
12. Munson, Inc. is not responsible for concrete or asphalt damage due to normal construction equipment traffic.
13. Site restoration from excavation, such as backfilling edges or post footings, is **not** included unless specifically noted in the contract.
14. Prior to the commencement of the work of Munson, Inc., the work of others shall be completed to such an extent that it will not in any way conflict or interfere with the work of Munson, Inc. If Munson, Inc. is directed to commence its work prior to the time such other work is completed, Owner/Contractor agrees to pay the costs of any extra mobilizations or reduced productivity attributable to Munson, Inc. commencing any of its work before any others have completed their work.
15. All agreements are contingent upon strikes, accidents or delays beyond our control.
16. Unless stated in the contract, terms of payment are net 15 days. Any past due balances shall be subject to the current legal interest charge per month.
17. Owner shall reimburse Munson Inc. for any expense incurred by Munson Inc. in protecting or enforcing its rights under this agreement including, without limitation, reasonable attorneys fees and legal expenses (and, if appropriate, all expenses of taking possession, holding, preparing for disposition and disposing of any collateral). This includes any expenses incurred before and after the commencement of any litigation to protect or enforce its rights under this agreement, including all appeals.
18. This contract will be construed and enforced in accordance with the laws of the State of Wisconsin.

B. ADDITIONAL TERMS AND CONDITIONS FOR MUNSON FENCE DIV.

1. All property lines and grades are to be established by the owner. Fence is to follow ground lines unless otherwise provided for in this contract.
2. Obstructions of every nature, which in any manner interfere with the erection of fence shall be removed by the owner prior to commencement of work, unless otherwise provided for in this contract.
3. On all jobs where Munson Fence Div. installs or supplies "Razor Ribbon", owner or agents of the property will hold Munson Fence Div./Munson, Inc. harmless in any way from claims, liabilities or injuries.
4. Gate Operator Systems: End user to understand the operations and safety systems of the unit

C. ADDITIONAL TERMS AND CONDITIONS FOR MUNSON-ARMSTRONG PAVING DIV.

1. **MUNSON-ARMSTRONG PAVING DIV. DOES NOT WARRANT AGAINST CRACKS SINCE THEY WILL APPEAR IN ALL PAVEMENTS.**
2. A 1-1/2% slope or greater is necessary for surface drainage of asphalt paving; 1% for concrete paving. If the owner directs construction of the subgrade, base or paved surface that results in a lesser slope, this contractor does not warrant satisfactory surface drainage.
3. Salt or melting compounds should not be applied to concrete paving for 12 months after installation. Any pitting or peeling resulting from such application will not be warranted by this contractor.
4. Due to the fact that ready mixed concrete is composed of all natural materials, Munson Inc cannot warrant against premature discoloration.
5. Material will not be placed on a wet, unstable, or frozen subgrade. A suitable subgrade shall be furnished the contractor as a condition precedent to the performance of this contract.
6. The catch basin price is based upon the existing sewer lateral at the property line being in serviceable condition. Should it be necessary to connect to the street sewer line, owner shall be charged for the extra work incurred.

LIEN NOTICE

"AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, BUILDER (CONTRACTOR) HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON THE OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED BUILDER ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR AND MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO HIS MORTGAGE LENDER, IF ANY. BUILDER AGREES TO COOPERATE WITH THE OWNER AND HIS LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID."