

## PARK RESERVATION FORM

Hartford Parks and Recreation Department  
 125 North Rural Street, Hartford, WI 53027 - (262) 670-3730  
 ci.hartford.wi.us

Form can be returned in person during office hours or via email at [signup@hartford.wi.gov](mailto:signup@hartford.wi.gov) phone call with credit card information for payment required 5-10 minutes after emailing

PARK \_\_\_\_\_ SHELTER/AREA \_\_\_\_\_ DAY & DATE \_\_\_\_\_  
 TIME \_\_\_\_\_ TO \_\_\_\_\_ NO. PARTICIPANTS \_\_\_\_\_ ACTIVITY \_\_\_\_\_  
(be sure you are including set up)

**SPECIAL REQUEST**

CAMPFIRE RING Woodlawn (permit also needed) \_\_\_\_\_ TENT Size \_\_\_\_\_  
 FIREPLACE – Independence \_\_\_\_\_ Location \_\_\_\_\_  
 BOUNCE HOUSE (cert. insurance 30 days prior) \_\_\_\_\_ OTHER NOTES \_\_\_\_\_

**RENTER AGREEMENT**

Print Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Group Name - name to put on *Reserved* sign placed inside shelter \_\_\_\_\_

*I certify that all information provided above is accurate to the best of my knowledge and that I will assume all responsibility for proper care and utilization of the stated park and will abide by the rules and regulations printed on the reverse side. If damage results from the use of the park facilities by my group, we will be responsible for the repair of the damages. I have also received a notice regarding fireplace usage and buried electrical wires, gas, sewer and cable lines as well as Digger Hotline numbers to call.*

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

**RULES & REGULATIONS:** - Renters must review and follow all rules and regulations printed on the reverse side of this form.

**CANCELLATIONS:** *WOODLAWN PARK LARGE SHELTER AND ENTIRE PARK RENTALS*-- if cancelled two weeks or more before the rental date, half of the rental fee plus the deposit will be refunded. Less than two weeks before rental date only the deposit will be returned. *ALL OTHER PARK RESERVATIONS*- Cancellation before May 15<sup>th</sup> will be refunded in full, less a \$5.00 service charge. For cancellations after May 15<sup>th</sup> but with a minimum of 2 weeks before rental date, half of the rental fee plus the deposit will be refunded. Less than two weeks before rental date only the deposit will be returned.

**INCLEMENT WEATHER** - will not be a reason for a refund. If one must schedule a new reservation date due to weather conditions, the deposit will be applied to the new reservation request. A new reservation form must be signed and new reservation fee must be paid.

**REFUND OF DEPOSIT** - will automatically be mailed to the address on the park reservation form. Expect to receive the deposit 2ish weeks following reservation date. The Parks and Recreation Office is not able to refund money directly.

***Office Use Only***

<p><b>PROCESSED</b></p> <p>Deposit \$ _____</p> <p>Area _____ \$ _____</p> <p>Resident _____</p> <p>Non-Resident _____ Other \$ _____</p> <p>Other _____</p> <p>TOTAL \$ _____</p> <p>Date _____</p> <p>Initial _____ Payment Method _____</p>	<p><b>REFUND OR BALANCE DUE</b></p> <p>Deposit \$ _____</p> <p>Other Refund \$ _____</p> <p>Damage/Clean Up / Othe - \$ _____</p> <p>Amount to Refund \$ _____</p> <p>or Balance Due \$ _____</p> <p>Processed by _____ By _____</p>
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CITY OF HARTFORD – PARKS AND RECREATION DEPARTMENT  
PARK RULES & REGULATIONS

**1. PARK RESERVATIONS**

Reserved dates for Park/Facility will be accepted at the Recreation Office from January 15<sup>th</sup> of the current year to a minimum of 2 weeks prior to desired date. Completed reservation form and all required administrative processing fees must be received in the Recreation Office to confirm the reservation. Groups over 275 are required to reserve the entire park at Woodlawn and Willowbrook. Anytime a reservation party desires the rental of all shelters for its scheduled activity, it will be considered an entire park/shelter rental with these fees being applied as noted in the fee schedule.

**2. PARK USE HOURS**

All City Parks are open from 6 AM to 11 PM. Reservations can begin at 8 AM. Restroom facilities and playground equipment, volleyball courts and other park amenities are open to the public at all times when groups rent shelters.

**3. EMERGENCY NUMBER**

If the rented park shelter is not open by your scheduled time as written on the park reservation form, please call the police department, 673-2600. They will assist in contacting a Park and Recreation Staff member.

**4. SPECIAL REQUESTS**

Requests for campfires, public and church assemblies, posting signs, carnival or carnival like activities, use of bounce houses, mechanical equipment, tents, must be made on the park reservation form. Approval to these requests will require staff review and granted only if other conditions are met.

- 4 A) **WOODLAWN PARK FIRE RING** – Use of the fire ring at Woodlawn Park requires a permit. Permits available at City Hall, Fire Department and the Recreation Office. Completed permit and any fees associated with the permit must be returned to the Recreation Office 2 weeks prior to rental.
- 4 B) **CARNIVAL or CARNIVAL LIKE ACTIVITIES**  
Carnivals / Circus License is required as outlined in Municipal Ordinance 32.01. Application must be made out to the City Clerk's Office with three weeks advance notice, as Council action is required.
- 4 C) **BOUNCE HOUSES / RIDES / ANIMALS / MECHANICAL EQUIPMENT**  
Proof of Liability Insurance is required for mechanical equipment / devices, rides and animals, bounce houses, holding the City of Hartford harmless in case of an accident and must be on file with the Recreation Office thirty days prior to the reserved date. Sample of what the certificate should include is available through the Recreation Office.
- 4 D) **TENTS / STRUCTURES / EQUIPMENT**  
Tent locations must be approved with the Parks and Recreation office at the time of your reservation. Staking of tents requires a diggers hotline locate – see #13 (renting party is responsible).
  - **TENT SIZES**
    - Tent sizes must be listed on the rental form. Any tent greater than 800 square feet will require an on site visit with Park staff to approve size and location.
    - Open space areas available within the parks for large tents are limited (i.e. 60' x 120'). Tents of that size which impact the majority of park area and infringe upon another rental site will be subject to renting the entire park if it is available.
  - **TENT LOCATIONS**
    - Tents are to remain a minimum of 5' clear of fixed shelters, structures, park equipment, utility service boxes, trees / shrubs.
  - **SET UP and TAKE DOWN**
    - All set-up / takedowns are to be done on the day of your reservation to avoid conflicts with other park activities / uses preceding or following your rental activity.
    - Request to place tents earlier than the scheduled date will be based upon previously scheduled park rental activities. If no rentals are in conflict, the requesting party can put up the tent early, however they are subject to increased rental fees for the event.
    - Tents put up on weekdays before or after the event will pay \$50 per day.
    - Groups that know they intend to leave a tent up from a Saturday event through Sunday must pay for 2 days rental cost for the rental site reserved, plus any weekday costs if applicable.
    - Groups failing to remove the tents that later infringe upon next day rentals, will be subject to fines equal to the cost of all the rental groups infringed upon and forfeit their deposit fee.

**5. ALCOHOL BEVERAGES**

Alcohol beverages are allowed in City Parks as long as they are not being sold. Alcohol beverages cannot be sold unless a Picnic License has been obtained from the City Clerks Office and then following all rules, regulations, policies as set by municipal codes as explained by the City Clerk. Application must be made out to the City Clerk's Office with three weeks advance notice, as Council action is required.

#### 6. VEHICLE PARKING

Park only in park provided parking lots and/or available nearby city street parking. Parking in the park is allowed only during loading / unloading time. Vehicles are required to stay on park roads.

#### 7. FIRES

Permission for campfire in the council ring at Woodlawn Park (see item 4A) or the fireplace at Independence Park must be requested on the park reservation form. All cooking fires must be made in park grills or self-provided charcoal burners. Participants are responsible for extinguishing burning coals prior to leaving the park.

#### 8. SPEAKER VOLUME

The volume of radios, address systems, etc, must be kept at a moderate level in consideration of other park users.

#### 9. THE FOLLOWING IS PROHIBITED IN CITY PARKS

Pets (except in designated areas as listed here), fireworks, peddling/soliciting, gambling, littering, motorized recreation vehicles, motorboats, ground fires, drugs. **DISORDERLY CONDUCT** – no person shall use profane, indecent obscene language or engage in abusive or obscene conduct. Note: Limited dog activity is permitted at Centennial Park, Independence Park and the Rubicon River Trail under leashed control as outlined in Municipal Ordinance Chapter 8.

#### 10. DAMAGE TO PARK PROPERTY / SECURITY FEE DEPOSIT

Damage to park plant life, facilities, structures, equipment, wildlife habitat, fence or any other park artifact will be charged to the individual who assures responsibility for park use by signing the reservation form. Damage costs will be deducted from the deposit with possible additional charges. Refunds will be mailed to you approximately 2-4 weeks after the event, providing no damage has resulted.

#### 11. CLEAN UP

Rental party is responsible for returning the shelter to the proper order / cleanliness including clean-up of trash on tables and grounds. Maintenance charges will be retained from deposits if not completed.

#### 12. RECYCLE WASTE

Please follow recycling rules posted in City Parks and utilize recycle containers and trash containers provided. Help us keep the Parks clean.

#### 13. DIGGERS HOTLINE

If a tent is to be erected or any type of stake driven into the ground, Digger's Hotline must be called by the renter as to locate underground services. The facility renter is responsible for any damage and repair costs should they occur.

### **NOTICE**

All City Parks have buried electrical wires, gas, water and/or sewer. For your safety and the safety of you group, if you are intending to drive a stake or anything into the ground, be sure to call diggers hot line listed below at least 72 hours (3 working days) in advance to mark areas where lines are buried.

The City of Hartford cannot be responsible for you or your group's safety if areas are not marked and someone from your group drives a stake or object into the ground cutting off service. In fact, you will be held liable for costs to restore service.

Your help will be appreciated in being sure that all have safe a memorable park usage in our City.

When you call, be sure to have the following information ready.

1. Your name, address and phone number
2. Location of where work is to be done.
3. Nature of work to be done, i.e. Tent Set Up

The following numbers must be called:

Diggers Hotline      800-242-8511