



BERLIN PARKS & RECREATION

108 N. Capron Street, P.O. Box 272, Berlin, Wisconsin 54923
 (920) 361-5437 (KIDS) E-mail: parkandrec@cityofberlin.net

PARK SHELTER USE AGREEMENT

Date of use: _____ Event & start time: _____ Number Attending: _____

Person Applying: _____ Sponsoring Organization: _____

Telephone: _____ Address: _____ City: _____ Zip: _____

Are you planning for Sound Devices? YES NO Circle one: (Band, D.J., portable stereo, etc.)

Special Requests: (tables, barricades, benches, bleachers, water, etc.) _____ # requested _____

NOTE: Not all requests will be able to be granted, however staff will honor requests whenever possible.



455 River Drive

Shelterhouse #1 (North) @ Riverside
 4 serving tables, 50 regular tables



501 River Drive

North Ball Diamond @ Riverside
 3 tables - extras are \$5 per table

Please note: a reservation for this shelterhouse does not include the ball diamond. The ball diamond may have scheduled games.



Veterans Gazebo @ Riverside
 (w/electric)



217 W Cumberland St.

Shelterhouse #2 (South) @ Riverside
 4 serving tables, 20 regular tables



Gazebo @ Nathan Strong
 (Weddings only)

See # 5 on back, under Reservation Procedures for further information.

FEE SCHEDULE Prices are per day	Monday - Thursday	Weekend/Holiday up to 99 guests	Weekend/Holiday 100 + guests
Riverside Park North Shelter #1	\$50 Resident	\$85 Resident	\$100 Resident
Riverside Park South Shelter #2	\$80 Non-Res.	\$140 Non-Res.	\$170 Non-Res.
Nathan Strong Park Gazebo (Weddings Only)	\$35 Resident \$60 Non-Res.	\$50 Resident \$90 Non-Res.	Not Applicable
Riverside Park North Diamond Shelter	\$40 Resident \$60 Non-Res.	\$55 Resident \$80 Non-Res.	Not Applicable
Veterans Gazebo	\$35 Resident \$60 Non-Res.	\$50 Resident \$90 Non-Res.	Not Applicable

The undersigned hereby agrees to be responsible for compliance to all ordinances, rules and regulations of the City of Berlin and the Park & Recreation Department as written on the back of this page. The undersigned hereby agrees to release, hold harmless, and indemnify the city from and against any and all liability for property damage or injury incurred by the applicant, employee, agent, customer, or other third party related to or arising out of the permitted use. Further the city may require proof of insurance or bond from applicant if deemed necessary. (consult with Park & Recreation Director for details.)

Signature of Applicant _____ Date _____

OFFICE USE ONLY
Rental Fee \$ _____ ck # _____ date _____
\$100 deposit pd (post dated for rental date) ck # _____
Approved by: _____

Original copy goes to the Customer, 1 copy to the Parks Department, and 1 copy to the Recreation Department.

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Reservation Procedures

Pavilion rental generally is on a first-requested, first-reserved basis. Applicants seeking exclusive use of any Park must apply a **minimum of 45 days** prior to any event.

Reservations may be made as early as 2 years prior to a proposed exclusive use, but not earlier. (See ordinance #01-16 subsection 50-74 for detail) Precedence is given to yearly city events as well as past ball-diamond usage per teams' use of diamonds.

1. **All rentals require a \$100 refundable deposit (post dated check for date of rental, due at time of reservation) and payment of reservation fee (due at time of reservation). Deposits will be returned after event upon verification of condition of facility. Payments should be made in the form of two checks 1) for \$100 deposit (checks only) and 2) for reservation fee (Make both checks payable to "City of Berlin").**

In the case of damage to facilities, or if facilities are left in an unacceptable condition, the deposit will not be returned. If moved - Tables MUST be placed back in original location.

2. Resident fees refer to individuals who reside or own and operate a business within the City Limits of Berlin.
3. North Ball Diamond Shelter is "as is" and does not include diamonds nor extra tables. Gazebo reservation includes use of the Gazebo and electricity.
4. Shelter house reservation fee may include picnic tables, serving tables, electricity, water, and use of restrooms, dependent upon pavilion rented. The parks department staff will clean tables, sweep and/or wash floors, make sure electrical is in working order, clean/sanitize and stock restrooms, and empty garbage cans for your use. Extra garbage bags are the responsibility of the applicant. Park restrooms are public and will be used by the public and may get some normal use prior to and/or during your reservations.
5. If you notice a problem with a shelter, please contact the Parks Department 361-5437 during the day. On evenings and weekends or if no one is available at the Parks Department, please contact Berlin Police Department at 361-2121, and they will page the park duty person to address your request.
6. Cancellations for a full return of rental deposits must be made no later than six (6) weeks before requested reservation date.

Rules and Regulations

1. **No motor vehicles** allowed on grass or out of designated parking areas. (ord. 50-72 (9))
2. **No glass bottles or containers** are allowed in the Parks. (ord. 50-72 (12))
3. **Pets are not allowed in any park** with the exception of Riverside Park. Dogs are allowed in Riverside Park provided that they are leashed and owners properly clean up after their pet. Pets are not allowed in or near any of the shelter house facilities or on any athletic fields within Riverside Park. (ord. 50 - 72 (20))
4. **Alcohol is not allowed in any park with the exception of Riverside Park.** Groups may carry in alcohol for private events. Groups selling alcohol as part of their event must apply for and be approved for a **Temporary Class B Liquor License** if eligible (must be a non-profit group). Application is available through the City Clerk's office. (361-5400). (ord. 6-41 and 6-42)
5. **Fires are not allowed** in any park except in designated areas. (ord. 50-72 (7))
6. **Do not tape, tack, or nail** any material to any part of the shelter houses. (ord. 50-72(3))
7. **Parks close at Midnight.**
8. **No firewood may be brought into the Berlin Parks or Campground**