



VILLAGE OF WAUNAKEE
PARK SHELTER RESERVATION FORM
 608-850-5992
 www.waunakee.com/parks

Reservation Date: _____ Time: _____ (parks close at 10:30 p.m.)

Contact Person: _____

Address: _____

Day Phone: _____ Evening/Cell Phone: _____ Email: _____

Purpose: _____

Estimated Attendance: _____ Special Accommodations: _____

- Will you or your guests be bringing alcohol to your event? – Yes _____ No _____
- Will a temporary structure (tent, inflatable play structure, etc.) be used? – Yes _____ No _____
- Will you be renting the concession area? Yes _____ No _____ (Additional \$50.00 for concession area* in these shelters.)
- Will there be an amplification system (DJ or PA system) used? **Yes _____ No _____
(** Permit for Amplified Music in the Park is needed.)

Park/Shelter Regulations:

1. No refunds will be made for cancellations within 30 days of event. Cancellations prior to 30 days will incur a fee of 25% of cost.
2. No refunds will be made for cancellations due to inclement weather.
3. All areas must be cleaned by user after an event has taken place or the actual maintenance cost will be billed to the renter.
4. All tables must remain in the shelters.
5. Reservations that will incorporate music, amplifiers, carnivals, etc, must have approval by the Park and Recreation Committee.
6. Any request for waiving the rental fee charge must be approved by the Park and Recreation Committee.

Rental Charges (Check box next to reserve park):

X	Shelter	Resident	Non-Resident
	Centennial Park - North Shelter	\$50	\$25
	Hanover Park Shelter	\$85	\$125
	Kilkenny Farms Park Shelter*	\$85	\$125
	Peaceful Valley Park Shelter *	\$85	\$125
	Ripp Park - North Shelter / South Shelter	\$85	\$125
	Savannah Park Shelter	\$85	\$125
	Tierney Park Shelter *	\$85	\$125
	Village Park - Gazebo	\$85	\$125
	Village Park - Shelter	\$85	\$125
	Westbridge Park Shelter*	\$85	\$125

Shelter Fee: \$ _____

Concession Fee: \$ _____ *

Sales Tax: \$ _____

Total Due: \$ _____

Receipt Number: _____

** See FAQ on back for information on key pickup for concessions.

I have read and understand the policies governing use of Village of Waunakee park shelters/facilities, and agree they will be enforced. In case of cancellation, I agree to notify the Village of Waunakee as far in advance as possible. I agree to accept any responsibility for any damage done to village property and for any expense incurred by, at or in consequence of such use. I further agree to pay all charges and fees associated with the above referenced use.

I indemnify and hold harmless the Village of Waunakee and all of its employees and agents against claims, losses and liabilities arising from the use of these facilities, but not limited to, the actions of the individual/group/organization.

 (Signature – Contact Person)

 (Date)



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FREQUENTLY ASKED QUESTIONS

Who should we call if there are problems? If there are issues on the day of your rental, please call the Village Center Welcome Desk at 850-5992. If they are unable to help you personally, they will attempt to dispatch the appropriate park personnel to assist with your issue. Please bring your copy of the reservation form with you to the park to verify your reservation if necessary.

When can I arrive to set up for my party? The shelter will be cleaned and ready for your use at the time specified on your reservation form. If you arrive before the time indicated on your reservation form, this work may not yet be completed.

Do I need a key to get into the restrooms? No key is needed; doors are locked and unlocked automatically.

****I rented the concessions area – how do I get the key?** You must stop at the Village Center Welcome Desk no more than 24 hours before your scheduled rental to check out the key. Please note that you are authorized to be in the concession space only during the times listed on your permit. Dropping off supplies early or leaving items for a later pick-up may conflict with other renters of the same space. All keys must be returned to the Village Center Welcome Desk within 24 hours after your event.

Can we use the entire park? Your shelter reservation covers the use of the shelter building and the area immediately adjacent to it. You and your guests are welcome to use the remainder of the park and its facilities, but there may be other park users on site as well.

What about the picnic tables? Please refrain from moving the tables any more than necessary – please replace them when your event is complete. Village policy does not allow for tables to be moved from one shelter to another or one park to another.

Can we serve alcohol to our guests? Village ordinances do allow alcohol consumption in the parks, but please note the following:

- Glass containers should be avoided if at all possible.
- The shelter renter is responsible for all alcohol-related issues that arise from the event.
- Minors may not be served at any time.
- No money can change hands in exchange for alcoholic beverages.
- Your event must be attended by invitation only – not open to the general public.

Can we have charcoal grills? You are allowed to bring portable grills into the parks, but you must make certain that they are completely removed at the conclusion of your event. Campfires are not allowed in the park.

Is overnight camping allowed? No – all Village Parks close at 10:30 p.m.

What do I do with my garbage? Please gather all of the trash and recyclables from your event and dispose in the dumpsters available. If no dumpster is at your location, place the closed bags next to the garbage cans in the shelter.

Where should we park? Please park only in designated parking stalls and on streets surrounding the park. Do not park on the grassy areas or in any manner that blocks private property.

What is the address of the shelter I have rented?

Centennial Park – 901 S. Holiday Drive
Hanover Park – 1204 Hanover Trail
Kilkenny Farms Park – 1021 Water Wheel Drive
Peaceful Valley Park – 2110 Peaceful Valley Pkwy
Ripp Park – Both Shelters – 213 Dorn Drive

Savannah Park – 1202 Arboretum Drive
Tierney Park – 1413 Tierney Drive
Village Park-Gazebo – 301 S. Division Street
Village Park-Shelter – 500 E. Main Street
Westbridge Park – 1040 Kopp Road