

Village of Holmen

421 S. Main St., P.O. Box 158
Holmen, WI 54636

Office (608) 526-2152 Fax (608) 526-4357 Parks Staff 780-0702

www.holmenwi.com/holmenpr/



HALFWAY CREEK PARK BAND SHELL / APPLICATION AND PERMIT

COMPLETE THE REQUESTED INFORMATION AND RETURN ENTIRE FORM TO:

Village of Holmen Park and Recreation Department – P.O. Box 158, 421 S. Main St., Holmen, WI 54636 (608) 526-2152

**Complete applications are due 45 days prior to any event
in order to obtain Department, Committee, or Village Board approval, if required.**

Name of Event: _____ Date of Application: _____

Event Intended For: Private Community Village School Commercial Other _____

Type of Event:

Concert Wedding Private Party Walk/Run Informational Political Athletic Event/Tournament
 Special Event Festival Street Closure Fireworks Other: _____

Applicant/Organization: _____ Reserved By (Name): _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____ Email: _____

Type of User Business Individual Village Sponsored School Sponsored

Non-Profit, provide proof of 501 (c)(3) tax exempt # _____ Copy of non-profit certificate attached

Is the applicant the sponsor? Yes No If no, who is: _____

Contact Person(s) For Event: _____

Cell Phone: _____ Phone Number: _____ Email: _____

Event Information Phone Number: _____ Website: _____

Description of Event: _____

Facilities & Equipment Requested For Event: _____

Setup Begins: Date _____ Time: _____

Event Ends: Date _____ Time: _____

Event Begins: Date _____ Time: _____

Rain Date(s): Date _____ Time: _____

Estimated Daily Attendance: _____ Estimated Total Attendance: _____

HALFWAY CREEK PARK BAND SHELL FEES - PAYABLE TO THE VILLAGE OF HOLMEN TREASURER

GROUP/DAY OF THE WEEK - RATES	FEE & REFUNDABLE DEPOSIT	OTHER
<input type="checkbox"/> VILLAGE SPONSORED PROGRAMS	\$0	
<input type="checkbox"/> NON-PROFIT : NON-WEEKEND HOURS Monday – Thursday, 8:30 AM – 10 PM	\$0 fee and \$100 deposit	For non-weekend hours, subject to additional maintenance costs based on requests.
<input type="checkbox"/> PUBLIC USE: Monday – Thursday, 8:30 AM – 10 PM	\$50 per day fee and \$100 deposit	Subject to maintenance costs based on requests.
<input type="checkbox"/> PUBLIC USE/NON-PROFIT: Fridays, 8:30 AM – 10 PM	\$75 per day fee and \$100 deposit	Subject to additional maintenance costs based on requests.
<input type="checkbox"/> PUBLIC USE/NON-PROFIT: Saturday, Sunday, Holidays 8:30 AM – 10 PM	\$100 per day fee and \$100 deposit	Subject to additional maintenance costs based on requests.

<input type="checkbox"/> Total Fees: \$ _____	<input type="checkbox"/> Deposit: \$ _____	<input type="checkbox"/> Other: _____
---	--	---------------------------------------

Village of Holmen
HALFWAY CREEK PARK BAND SHELL / APPLICATION AND PERMIT

Please answer the following questions concerning your event. Incomplete or inaccurate answers may void your permit.

- Will the event may attract more that 500 persons over the course of a day?** Yes No
 - Describe: _____
 - Proof of insurance - \$1,000,000 Per Occurrence Liability Coverage, if required. (Not required for weddings, family parties)
- Amplified sound or live bands?** Yes No
 - Describe: _____
 - Ordinance §121-1. Park Regulations. No person shall operate or play any amplifying system without an approved event permit issued by the Village.
- Sound system needs?** Yes, need Village equipment No, using own sound equipment No sound needs
 - If yes, Lights PA System CD Player Microphones #____ Mic Stands #____ Concession Stands Other
 - Describe: _____
 - Users must arrange a meeting with Park staff if using the Band Shell sound system or hooking on to system.
 - Sound Contractor/Producer: _____ Contact Person: _____ Phone: _____
- Electricity needed?** Yes No
 - Describe: _____
- Any special effects?** Yes No
 - If yes, Lights Lasers Fireworks Other _____
 - Describe: _____
- Will you use temporary structures?** Yes No
 - If yes, Stages Tents Scaffolding Booths Fences Concession Stands Other
 - Describe: _____
- Water needed?** Yes No
 - Describe: _____
- Will be putting up large tents or tents that require stakes to be driven into the ground?** Yes No
 - Describe: _____
 - None are allowed or renting group must pay to have Village of Holmen specified electrician and irrigation companies locate lines. If stakes are driven into the ground, users are responsible for complete repair costs, regardless of prior location marking.
- Will you be charging an admission fee?** Yes No
 - Admission fees or entry fees may not be charged without special Village Board approval. In most cases, admission fees are not permitted to be charged by users, the park is free and open to the public. Free-will contributions are allowed if specified in the application, completely voluntarily submitted, and confined to the Band Shell area.
 - Describe: _____
- Retail sales of goods or merchandise?** Yes No
 - Describe: _____
- Sales or service of food – prepared or pre-packaged?** Yes No
 - Describe: _____
- Selling or distributing beer or wine?** Will Alcohol be present? Yes No Will Alcohol be sold? Yes No
 - Describe: _____
 - If the organization is requesting alcohol sales, you must apply for an alcohol permit for the Village Clerk (421 S. Main St., Holmen, 608-526-4336).
- Amusement rides or Inflatables**
 - Describe: _____
- Restrooms & Portable Toilets** (number provided, company, locations, delivery, pickup, etc)
 - Describe: _____
- Parking**
 - Describe: _____
- Do you plan to drive vehicles onto Parkland?**
 - Describe: _____
 - Ordinance §121-1. Park Regulations. Motorized Vehicles. Except for authorized maintenance or emergency vehicles, no person shall operate an unlicensed or licensed motorized vehicle outside of areas specifically designated as parking areas or areas where the operation of such vehicles is specifically permitted. Motor vehicles are restricted to the roads and drives and parking areas. No motor vehicles of any nature may be used on the seeded areas except vehicles which have a Village Board authorization for shows, rides or exhibits and then only for the purpose of loading and unloading.
- Signs or banners** (Can be posted day of the event only)
 - Describe: _____
 - How will they be attached, posted, or hung? _____
- Staging or Seating** (None are available from the Village of Holmen, user must arrange with rental company.)
 - Describe: _____
- Bleachers or other fixtures** (None are available from the Village of Holmen, user must arrange with rental company.)
 - Describe: _____
- Have you made any provision for on-site security?** Yes No
 - Describe Security Protection (Include Police, Fire, and First Responders): _____
 - _____
- Have you made any provision for on-site medical services?** Yes No
 - Describe: _____
- Describe Emergency Evacuation Procedures**
 - Describe: _____

Other Notes: _____

Village of Holmen
HALFWAY CREEK PARK BAND SHELL / APPLICATION AND PERMIT

Map of event layout (if needed)



Village of Holmen
**HALFWAY CREEK PARK BAND SHELL / APPLICATION AND PERMIT
 PERMIT USAGE AGREEMENT**

ORDINANCES:

Sponsors, participants and organizers of special events must comply with all applicable state, federal and municipal regulations and ordinances.

DAMAGES or CLEAN UP:

Permit applicants shall be held liable for any and all damages or injuries to persons or property that may occur or be caused by the use of the permit. If required, damage to village property or clean up after an event shall be invoiced to the event organizer following the event's conclusion. Repairs and damages will be assessed and repaired to pre-event conditions by the Village of Holmen or its selected contractor, not by the event permit holder.

HOLD HARMESS AGREEMENT:

I, the undersigned applicant, certify that the permit is accurate and complete. I understand that inaccurate information is grounds for cancellation of any event and may jeopardize future events.

The applicant agrees to hold harmless and indemnify the Village of Holmen, its officers, agents, and employees for any and all types of claims, actions, or expenses arising out of the applied for activity, and agrees to defend the Village, its officers, agents, and employees at no cost to the Village of Holmen should any claim or action be asserted.

Signed: _____ Date: _____

Please attach the following to complete your application:

- Event schedule (include flyers, dates and times for set-up, event, and clean up).
- Map of event layout (if required).
- Non-Profit Groups: Attach copy of tax-exempt 501 (c)(3) tax-exempt status.
- Proof of insurance - \$1,000,000 Per Occurrence Liability Coverage, if required. (Not required for weddings)
- Copy of any other park or shelter rental agreement, if applicable to your event.
- Application fees & Deposits \$ _____

**HALFWAY CREEK PARK BAND SHELL / APPLICATION AND PERMIT
 APPROVALS**

Event: _____ Date(s): _____ Time: _____
 Reserved By: _____ Event Contact Person: _____ Phone: _____

Meeting with Village Departments (if required) Date: _____ Time: _____ Location: _____
 Additional Meetings: _____

- | | | | | | |
|--|-----|---|-----|---|-----|
| <input type="checkbox"/> Proof of Insurance Provided | N/A | <input type="checkbox"/> Map of Event Provided | N/A | <input type="checkbox"/> Fees Paid \$ _____ | N/A |
| <input type="checkbox"/> Alcohol Permit | N/A | <input type="checkbox"/> Shelter Permit | N/A | <input type="checkbox"/> Deposits \$ _____ | N/A |
| <input type="checkbox"/> Diggers Hotline | N/A | <input type="checkbox"/> Electrical | N/A | <input type="checkbox"/> Water | N/A |
| <input type="checkbox"/> Live or Amplified Sound | N/A | <input type="checkbox"/> Using Own Sound System | N/A | <input type="checkbox"/> Requesting Band Shell System | N/A |
| <input type="checkbox"/> Microphones # _____ | N/A | <input type="checkbox"/> Lights | N/A | | |
| <input type="checkbox"/> Keys Needed: _____ | N/A | <input type="checkbox"/> Restrooms | | <input type="checkbox"/> Other: _____ | |

Approved: Yes No N/A _____ Date: _____ - Chief of Police
 Approved: Yes No N/A _____ Date: _____ - Fire Chief
 Approved: Yes No N/A _____ Date: _____ - Director of Public Works
 Approved: Yes No N/A _____ Date: _____ - Park & Recreation Director
 Approved: Yes No N/A _____ Date: _____ - Administrator/Clerk
 Approved: Yes No N/A _____ Date: _____ - Committee
 Approved: Yes No N/A _____ Date: _____ - Village Board

Permit Issued: _____ Date: _____ By: _____
 Park & Recreation Director, Assistant Director, Clerk, Deputy Clerk

Copies To: 1) Applicant, 2) Village Treasurer (w/fee), 3) Parks Staff 4) Police Department Original to: Park & Recreation Director
 Entered in: Band Shell Calendar ActiveNet Reservations

Deposit of \$ _____ refunded? Yes Returned, date: _____ by _____
 No, state reason _____ by _____



HALFWAY CREEK PARK BAND SHELL / APPLICATION AND PERMIT RULES GOVERNING USE

Policies, Terms and Conditions

The following policies will govern the Permit System of the Halfway Creek Park Band Shell and the use of the facility.

1. Band Shell Scheduling -

- a) The Halfway Creek Park Band Shell is intended for the use and enjoyment of the Village of Holmen residents and visitors to our area. The Band Shell is a multi-use facility capable of accommodating performances, plays, concerts, family-oriented cultural and social events.
- b) The Holmen Parks and Recreation Director, Park & Recreation Committee, and Village Board are responsible for scheduling all events at the Band Shell and for approving permits for its use. The Director, Committee, and Village Board will work together to promote Band Shell events for the benefit of the community.
 - (i) **Priority of Scheduling** – 1. Village sponsored events, 2. School district/Community events, 3. Public events/Private events.
- c) **Band Shell Application and Permit** –
 - (i) Permit Applications can be obtained at the Holmen Village Hall (421 S. Main St., Holmen, WI) or from the Village of Holmen website www.holmenwi.com.
 - (ii) Applicants must **accurately and completely submit a Halfway Creek Park Band Shell Reservation Form, along with all required fees, deposits, and proof of insurance** (if required) **at least forty-five (45) days in advance** of the date required.
 - (iii) Major events (over 500 people attending) requiring special approvals may require additional forms or permits to be completed.
 - (iv) **Submit the complete application and other required materials to the Holmen Village Hall, main office at 421 S. Main Street, Holmen at least 45 days before the event.**
- d) **Reservations Accepted** –
 - (i) **Village/Approved Community Events: By 3rd Friday of December** - Village of Holmen approved community events (determined by Director/Village Board) must submit **complete applications along with all fees, deposits, and insurance proof** by the 3rd Friday of December to reserve dates for the upcoming year, prior to general public reservations.
 - (ii) **Public/School/Non-Profit Events: Beginning the first working day in January** - Reservations by the general public will be accepted beginning the **first working day of January for that year only**.
- e) **Dates & Times** –
 - (i) The Band Shell may be reserved, weather permitting, from 8:30 a.m. to 10:00 p.m., May 1 through October 31, and at other times with advance written permission from the Director.
 - (ii) No one is allowed in band shell after 10:00 p.m. Band Shell hours may be extended by special action of the Village Board.
 - (iii) **Alternate dates** – No person or group will be guaranteed alternate dates for his or her event at the time of application. Alternate or rain dates may be noted on the application, but unless those dates are also reserved and paid for, those dates will be available for reservation by any other person or group. Refunds will not be issued for an alternative date not used.
- f) **Eligible Events** –
 - (i) **Uses** - The facility may be used for such purposes as deemed suitable to the facility by the Park, Recreation & Library Committee, Village Board, or Director.
 - (ii) **Approved Activities** –
 1. Activities that are in accordance with policies and procedures approved by the Village Board and the Committee and are activities whose physical needs can be met by the physical capabilities of the Band Shell and Park support facilities, e.g., seating, parking, or sanitation facilities.
 2. Activities that do not limit the enjoyment of the park by other users or disturb the peace of the community.
 - (iii) **Not Approved Events** - Any event that would harm the general welfare of the public or which would be in violation of any other village ordinance or state law is not an acceptable. The event must be compatible with the surrounding area, park, and neighborhood. The village will have a copy of all scheduled events and may check the facility at any time. .

- g) **Approvals –**
 - (i) All reservations are subject to Park, Recreation & Library Committee and/or Village Board approval and applications will be reviewed and approved on a monthly basis, based on their significance to the Village of Holmen, not necessarily by the submitted date of application.
 - (ii) Applications must be submitted by the last week of the month, to be included on the agenda for the upcoming month.
2. **Fees –**
- a) Payable to the **VILLAGE OF HOLMEN TREASURER**. Separate payments must be submitted for fees and deposits.
 - b) The applicable fee will be assessed as determined by Village of Holmen Board (see current permit for fees).
 - c) **Deposit Required** – Each applicant must pay a minimum \$100 refundable deposit for each event. If the Director determines that a specific event will result in atypical expenses to the Village (unusual electricity use, trash clean up, etc.), the Director may require an additional deposit to cover those costs. The Director may also assess additional fees after an event to cover costs of excessive clean up, property damage, and other expenses incurred by the Village. The Director may cancel an organization’s future events if these charges are not paid.
 - d) **Additional Costs** - Where an event at the Band Shell causes the Village an expenditure in manpower, damages, or services over and above the normal requirements, the Department will charge such costs to the Permit Holder. Permit applicants shall be held liable for all damages or injuries to persons or property that may occur or be caused by the use of the permit. If required, damage to village property or clean up after an event shall be invoiced to the event organizer following the event’s conclusion. Repairs and damages will be assessed and repaired to pre-event conditions by the Village of Holmen or its selected contractor, not by the event permit holder
 - e) Refunds will be issued if the Village is notified at least 14 days prior to the reservation date. **Cancellation notices must be made in writing. There will be a \$5.00 service charge for all refunds.**
3. **Insurance –**
- a) **Proof of insurance must be provided** – Individuals/Groups planning a special event in a Village park must provide evidence of insurance to the extent of \$1,000,000 minimum liability and \$25,000 property damage wherein the Village of Holmen is named the insured, **if required**.
 - b) Insurance will not usually be required for weddings and family gatherings. The Director may require proof of liability insurance appropriate to any specific event. The Director may also impose additional conditions, as the Director deems necessary to ensure public safety and protect property.
 - c) The insurance certificate will be presented to the Park and Recreation Department prior to granting approval for the public event. The Village of Holmen reserves the right to review and approve the sponsor’s waiver statement.
 - d) For assemblies expected to be greater than 500, the organizer may be required to obtain additional permits and attend pre-event meetings with Village of Holmen personnel.
4. **Crowd Control –**
- a) **Security Plan** - The Permit Holder must maintain a system of crowd control satisfactory to the Village Board and Holmen Police Department and this plan must be identified on the application form.
 - b) **Security personnel** - The event sponsor shall employ, at its own expense, such security personnel as are necessary and sufficient to provide for the adequate security and protection of the maximum number of persons at the event and for the preservation of order and protection of property in and around the site of the event. No permit shall be issued unless the Holmen Police Chief is satisfied that such necessary and sufficient security personnel will be provided by the sponsor for the duration of the event.
5. **Vandalism and Security –**
- a) The Permit Holder will be held responsible for any damage to the facility during their activity. An inspection of the premises will be made during and following each activity by Parks personnel. Any damage found will be charged to the Permit Holder group, if it is determined that the Permit Holder was in some respect responsible for the damage done.
 - b) The Permit Holder will be responsible for the security of their own equipment. Any lost or stolen items, or any damage to the user's equipment, will be entirely the user's responsibility.
 - c) The Village of Holmen will not accept any responsibility for the storage or security of any goods or equipment brought to the premises by a user group.
6. **Rules and Regulations –**
- a) All local ordinances, fire and safety regulations, state laws, and building regulations apply to use of the Band Shell.
 - b) All users must obey the **Ordinance §121-1** concerning **Park Regulations** (available on website or by request).
 - c) **NO GLASS CONTAINERS ALLOWED IN VILLAGE PARKS.**
7. **Permit Holder Responsibilities - Conditions of Use**
- a) The Village of Holmen reserves the right to stipulate certain conditions concerning the use of the Band Shell.
 - b) Attend all required meetings as requested by the Village of Holmen.
 - c) The Holmen Parks & Recreation Department staff will have the restrooms open and stocked, electrical outlets available, and lighting access opened or you will be issued a key.
 - d) **Rental patrons are required to the following:**
 - (i) Set up as necessary, at the time indicated on the **approved** permit.

- (ii) Arrive and depart at the times specified on the rental permit. Leave all rented areas clean and free of trash. Please remove any personal items and leave the location in the same condition as it was found or better.
 1. Village Staff IS NOT RESPONSIBLE FOR SETUP OR TEAR DOWN. This is the sole responsibility of the renter.
 2. Confine rental event to the spaces identified and approved on the facility permit.
- e) **Band Shell Equipment –**
 - (i) The following items are available and may be requested: room 102 (behind main stage), public address system, CD player, microphones, microphone stands, and permanent lighting.
 - (ii) **Users must arrange a meeting with Park staff if using the Band Shell sound system or hooking on to the system.**
 1. Sound and electrical equipment not obtained from the Band Shell must be described in the event application for approval.
 - (iii) **Additional Staging, Seating, Bleachers, or other fixtures –** None are available from the Village of Holmen; users must arrange with a rental company and must be identified on the application.
 1. The Band Shell does not have seating other than lawn seating.
 2. **The user is responsible for providing any tables or chairs necessary for the event.**
 3. Make arrangements for delivery of special items such as tents, inflatable games, tables, chairs, etc. as follows: Delivery of any items on any day and time other than those specified on application is NOT permitted without prior written approval. Similarly, pickup of any items must be done within the time of the application unless prior written approval is agreed upon.
- f) **Music Groups or Groups Using Sound Amplification -**
 - (i) **Ordinance §121-1. Park Regulations.** No person shall operate or play any amplifying system without an approved event permit issued by the Village.
 - (ii) No event may produce noise levels that interfere with or detract from the public's enjoyment of the surrounding area. Noise levels may not exceed 70 decibels at 150 feet during any performance.
 - (iii) Failure by the user to turn the sound down after notification will result in automatic power cut-off by the Village of Holmen personnel, and no further permits will be issued to the violating group or person for a period of one year.
 - (iv) Any person violating any provision of § 112-1 shall upon conviction thereof forfeit not less than \$50 nor more than \$500 for the first offense.
- g) **Public Access to Events -** No organization or event may have exclusive use of the Band Shell and park area – the public is welcome at any event, subject to admission fees where applicable.
- h) **Admission Fees -** Admission fees or entry fees may not be charged without special Village Board approval. In most cases, admission fees are not permitted to be charged by users, the park is free and open to the public. Free-will contributions are allowed if specified in the application, voluntary, and confined to the Band Shell area.
- i) **Vehicles onto Parkland - Ordinance §121-1. Park Regulations. Motorized Vehicles.** Except for authorized maintenance or emergency vehicles, no person shall operate an unlicensed or licensed motorized vehicle outside of areas specifically designated as parking areas or areas where the operation of such vehicles is specifically permitted. Motor vehicles are restricted to the roads, drives, and parking areas. No motor vehicles of any nature may be used on the seeded areas except vehicles which have a Village Board authorization for shows, rides or exhibits and then only for the purpose of loading and unloading.
- j) **Large tents or tents that require stakes to be driven into the ground -** None are allowed or renting group must pay to have Village of Holmen specified electrician and irrigation companies locate lines. If stakes are driven into the ground, users are responsible for complete repair costs, regardless of prior location marking.
- k) **Signs/Banners -** Nailing or tacking into the structure is prohibited. Signage should be identified on the application.
- l) **Vendors -** Vendors who wish to sell products at an event must obtain written approval from the Director. The decision to allow vendors is within the discretion of the Director and/or Park, Recreation & Library Committee, or Village Board, who may consult the applicant before making a decision.
- m) **Alcohol –**
 - (i) If your event will be selling beer or wine, a separate Special Class B License will be required. The license application may be obtained from the Village Clerk. The Temporary Class "B" License must be approved by the Village Board so please allow at least 30 days for processing.
 - (ii) You will also need to hire licensed bartenders to sell alcohol at your event. No hard liquor should be sold at any time and all alcohol sales will cease by 10:00 PM. Please see Alcohol Policy Form for more policies.
- n) **Fireworks -** As provided in Section 167.10(3), Wisconsin Statutes, fireworks users' permits may be issued for festivals or celebrations after proper application to the Village Clerk on forms provided by the village. The village shall require a certificate of liability insurance or similar proof of coverage in an amount not less than \$1,000,000. A copy of the permit and proof of insurance shall be given to the Fire and Police Chiefs at least two days before authorized use. Contact the Holmen Area Fire Department at 608-526-9363.

o) Supervision –

(i) Minors/youth groups must be sponsored by a recognized organization and under the supervision of their own adult leadership at all times while on the premises.

(ii) Pets must be on a leash and under the direct control of the owner at all times.

p) Setup/Clean Up - Groups/Organizations must clean up and have buildings in order prior to 10:00 p.m. Staff will be there to open and close the event or keys will be issued. Staff is not responsible for the clean up and users will be billed.

(i) **NOTE: Evidence of the event must be removed from the area, or you will forfeit your deposit.**

(ii) Please do not enter the facility until the designated date and time indicated on your application.

Within the reserved time, groups are expected to complete all preparations and clean up

associated. If extra set up time is needed, this should be indicated on the application.

8. Revocations of Permits, Refusal of Future Rental -A permit may be revoked whenever the applicant, its employees or any parties involved fail, neglect or refuse to fully comply with any and all provisions and requirements set forth herein or with any and all provisions, regulations, ordinances, statues or other laws incorporated herein by reference.