

HOLMEN PARK & RECREATION DEPARTMENT PARK SHELTER RESERVATION FORM

MAILING ADDRESS:
VILLAGE OF HOLMEN
PO BOX 158
HOLMEN WI 54636

NO RESERVATIONS ACCEPTED WITHOUT COMPLETE PAYMENT

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

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

Home Phone: _____ Work Phone: _____ Email: _____

Cell Phone: _____ Carrier: _____ Yes, Agree to receive text messages?

Driver's License #: _____ Date of Application (Not rental date) : _____

Type of User Resident Non-Resident (proof of residency may be required) Village Sponsored School Sponsored

Reason for requesting a shelter: _____

Event Intended For: Private Community Commercial Village School Other _____

Will alcoholic beverages be served on the grounds? Yes No Estimated Attendance: _____

Date of Reservation: _____

Enclosed Shelters: (Resident or Non-Resident Fee & separate \$50 key/security deposit required)

- Halfway Creek Park, East Shelter (was A): (211 Pool St., east side of creek, by Band Shell) Resident - \$50/day, Non-Resident - \$100/day
 Halfway Creek Park, West Shelter (was B): (400 Walnut Dr., Holmen, west side of creek) Resident - \$100/day, Non-Resident - \$150/day

Open Air Shelters - \$25 per day, except Rotary Shelter is \$50 per day (if available):

- \$25 - Cedar Meadows East Park, Open Shelter (3103 S. Cedar Ave., Holmen)
 \$25 - Whispering Pines Park, Open Shelter (925 Dana Ln., Holmen)
 \$25 - Sylvan Park, Open Shelter (403 E. McHugh St., Holmen)
 \$25 - Countryside Park, Open Shelter (1000 Western Ave., Holmen) - has electricity
 \$25 - Remington Hills Park, Open Shelter (1100 Remington Dr., Holmen) – has electricity
 \$25 - *Deer Wood Park Concessions Open Shelter (500 Anderson St., Holmen) (Usually not reservable due to games) *Requires Director Approval
 \$50 - *Deer Wood Park Rotary Open Shelter (500 Anderson St., Holmen) (Usually not reservable due to games) *Requires Director Approval

Shelter Reservation Start Time: _____ (This is the earliest you can enter the shelter, including setup times.)

You cannot set-up the day before! Violators will be billed for an extra day and lose security deposit. Enclosed shelters have 24 hour video surveillance.

Shelter Reservation End Time: _____ (You must be out by this time, maximum is the park hours of 8:00am – 10:00pm.)

Key To Be Checked Out? No Yes If Yes, All enclosed shelters require a key pick up the last weekday before your event as we are not open on the weekends and the key must be returned the next day. 24 Hour Drop-Box available at the Village Hall, office hours: Mon.-Fri., 8am-4:30pm. A separate \$50.00 deposit (credit card, cash, check) is required when you reserve the shelter and pay the shelter fee.

****SHELTER FEE IS PAYABLE TO THE VILLAGE OF HOLMEN TREASURER** DEPOSIT MUST BE PAID WITH SEPARATE CHECK OR CASH.**

SHELTER RENTAL FEE: \$ _____ Paid Date: _____ KEY DEPOSIT \$50 : \$ _____ Paid Date: _____

50% Refunds will be issued if the Village is notified at least 7 days prior to reservation date, a fee of 50% of the fee will be assessed for shelter refunds. Shelter reservations can be made the first working day of January for that calendar year at the Holmen Village Hall Office - 421 S Main St, Holmen - Phone (608) 526-2152.

NON-PROFITS – NO LONGER RECEIVE SHELTERS AT NO COST, DUE TO VILLAGE OF HOLMEN COSTS FOR CLEANING AND SUPPLIES.

My signature below indicates that I have provided the above requested information truthfully, and I accept the responsibility for the observance of all park regulations by my group and any and all damages or cleanup and expenses that may be incurred as a result of this reservation. I will be responsible for cleaning-up and locking (if given a key) the shelter house before leaving.

Date: _____ Signature: _____

STAFF CHECKOUT PERSON: _____

Original Copy To: Reservation Book Entered in ActiveNet by _____
3 Copies To: 1) Customer 2) Village Treasure With Fee 3) Park & Recreation Shop

SHELTER 100-46721-000 Deposit \$ _____ Date Returned: _____ By: _____
TAX 100-24210-000 Key Given _____ Date Returned: _____ By: _____

For Problems/Assistance Call:
Park Dept. Cell: (608) 797-2470
Park Dept. Cell: (608) 797-5440
Park Dept. Cell: (608) 797-6546
Park Dept. Cell: (608) 780-6747
Police Dept.: (608) 526-4212
(Weekends & Evenings)
P & R Office: (608) 526-2152
(M-F, 8:00am – 4:30pm)

VILLAGE OF HOLMEN
SHELTER RENTAL RULES - APPLICANT RESPONSIBILITY

1. No organized event permit shall be issued except upon satisfactory assurance that the use of the facilities will be under the direct supervision of an adult.
2. **The use of tape, glue, nails, tacks, screws, staples, or other fasteners that may scratch or otherwise damage surfaces of the shelter are prohibited.** Cork display strips are provided around the inside of the enclosed shelters.
3. Facilities must be left in a clean and orderly condition.
4. Tables, chairs and other equipment **must be replaced in their original location.**
5. All garbage and trash associated with the rental must be picked up, bagged and placed in the refuse container by the rental party at the conclusion of the rental for later collection by the Parks and Recreation Department
6. Renters are responsible for making sure all doors and windows are securely locked, lights are off, fire place is off (shelter A), water faucets off, refrigerator empty and clean (shelter B) upon exiting the facility.
7. Portable grills are prohibited inside the shelters. They must be kept at least 20 feet away from shelter.
8. Loading and unloading of vehicles must be done from designated parking lot areas.
9. The removal of tables, chairs, or equipment from the shelter is not permitted.
10. **Shelters are not available prior or after the times listed on the permit.** Clean up should begin prior to the end of the rental time and the space must be completely vacated at the end of the rental period to allow staff to prepare for the next reservation. Violators will be for an extra day if setting up the day prior to the time listed on the permit and lose the security deposit. Enclosed shelters have 24 hour video surveillance cameras.
11. A key/security clean-up deposit of \$50.00 (check or cash) must be paid at the time of key check-out or prior. The deposit must be a separate payment and not included with the initial rental payment.
 - a. This fee will be refunded approximately 1-2 weeks after the rental date, provided the area is left in a clean, undamaged, properly locked, facility is vacated on time, shelter rental rules (above) not violated, and key is returned by the next business day.
 - b. Applicant will be required to pay for all damage, loss and costs of excessive clean-up.
 - c. The deposit is not to be construed as a limit of liability for damage to state property. The Department may take legal action necessary to recover additional damage.

PARK REGULATIONS

1. **DISTURBING VEGETATION AND PUBLIC PROPERTY PROHIBITED.**
No person shall disturb, molest, deface, remove or destroy any trees, shrubs, plants or other natural growth; carve on any rocks, signs, walls, or structures; drive nails in trees; or destroy, damage or deface any park building, sign, fence, table, fireplace or other Village property.
2. **LITTERING.**
No person shall dispose of any garbage, bottles, tin cans, paper or other waste material in any manner except by placing the same in receptacles provided for such purpose; nor shall any person dump any such refuse on Village park lands or in any lake or stream within any Village park.
3. **DOGS RESTRICTED.**
No person having charge or control of any dog shall allow such dog to run at large within any Village park, but shall keep such dog attended and on a leash at all times. Owners must clean-up pet waste immediately.
4. **VEHICLES REGULATED.**
All motor vehicles including off-road vehicles are prohibited on grassy areas of any Village park.
5. **UNNECESSARY NOISE.**
No person shall operate any stereo, sound track, amplified loudspeaker or other mechanical device, including musical instruments, that produces undue or unnecessary noise in any Village park without a written permit therefore from the Village Clerk.
6. **ADVERTISING AND SALES REGULATED.**
(A) **ADVERTISING.** No person shall distribute any handbill or other advertising matter in any Village park.
(B) **SALES.** No person shall peddle or solicit business or operate concessions or stands in any Village park without the written permission of the Village Board or its duly authorized agent or committee.
7. **DISORDERLY CONDUCT PROHIBITED.**
No person shall engage in any disorderly conduct as defined by SS 947.01(1), Wis. Stats., in any Village park, nor shall any intoxicated person be or remain in any Village park.
8. **PARK HOURS.**
Holmen parks are open from 8:00 a.m.-10:00 p.m., except as posted. No person shall be in Holmen parks after 10:00 p.m. or before 8:00 a.m. without written permission from the proper Village officials.