

# Holmen Park & Recreation Department

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/



## Park/Facility/Tournament Reservation Form (non-shelters)

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

Name of User: \_\_\_\_\_ Telephone # \_\_\_\_\_ or \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Name of Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Park/Facility(s) Requested: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Times Requested: \_\_\_\_\_

Special Needs: (List) \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Will Alcohol be sold?  Yes  No Will Alcohol be present?  Yes  No Will Concessions be sold?  Yes  No  
IF THE ORGANIZATION IS REQUESTING ALCOHOL SALES, PLEASE CONTACT THE VILLAGE OFFICE AT (608) 526-4336

**\*\* DEERWOOD PARK BALLFIELD FEES ARE PAYABLE TO THE VILLAGE OF HOLMEN TREASURER\*\***

Village sponsored programs	\$0
Non-Profit Organizations	\$0 (for <u>approved</u> practices & league games during non-weekend hours, subject to maintenance costs based on requests)
Adult Leagues/ Other uses	\$50 per day per field (does not include lights) Monday – Friday
Adult Leagues/ Other uses	\$100 per day per field (does not include lights) Saturday-Sunday
Weekend Tournament	\$500.00/weekend—all 3 fields (morning and noon field prep maximum)
Field Prep Additional	\$200.00 per field prep for preparing maximum of 3 fields (more than morning and noon field prep).
Ball Field Lights	\$15/hour per field (waived for School District and HYBPAI for practices and league games).
Drag & Line Fields	\$50/hour (waived for School District and HYBPAI for practices and league games) on weekdays.

The organization filing for use of the park/facility must be the organization utilizing the park/facility, unless otherwise authorized by the Park & Recreation Board. Proof of insurance must be provided by the organization. The organization filing out this form must return it to the Park & Recreation Department at the Village office at least one month prior to the event so it may go through the Park & Recreation Committee (meets 1<sup>st</sup> Wed. of Month) and the Village Board.

**Total Fees/deposits/charges (if any): \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_**

PURSUANT TO VILLAGE CHAPTER 112 OF CODE OF ORDINANCES: LIVE OR AMPLIFIED MUSIC IS NOT ALLOWED IN ANY HOLMEN PARK. VIOLATION OF THIS OR ANY OTHER ORDINANCE OF THE VILLAGE OF HOLMEN IS PUNISHABLE BY A FINE OF UP TO \$500.00.

Refunds will be issued if the Village is notified at least 7 days prior to the reservation date.  
Village & Park & Recreation Office - 421 S. Main Street, Holmen – Phone 526-2152

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 excessive cleanup expenses that may be incurred as a result of this reservation.

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

Witness: \_\_\_\_\_

Copies To : 1) Applicant, 2) Village Treasurer (w/fee) Original to: Park & Recreation Department

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Committee & Board Approval: Yes No N/A  
Comments: \_\_\_\_\_  
Fee Paid: \_\_\_\_\_

## POLICY FOR BALL FIELD RESERVATIONS

### Procedures

Ball field reservations are accepted by the Holmen Park & Recreation Department at the Holmen Village Hall. Inquiries regarding available dates may be made by phone. Reservation forms will be mailed upon request. Temporary phone reservations will be honored up to fourteen (14) days. If after fourteen (14) days payment has not been made or the reservation form completed the reservation will be canceled. The Village reserves the right to refuse ball field reservation for any activity it feels is not in the best interest of the Village. The Village of Holmen Park & Recreation Committee will approve all reservations. No ball field shall be reserved to any person under the age of 18. Insurance waivers shall be supplied, if requested by the Village.

### Scheduling

All Village programs and leagues will have priority for scheduling all ball fields. Scheduling for non-Village sponsored programs will not be accepted prior to February 1 of the current year.

### Fees

The Village's general policy is not to charge fees to Village sponsored programs or leagues. All other leagues or organizations must complete a reservation form to use the fields and pay a fee based on the following schedule:

Village sponsored programs	\$0
Non-Profit Organizations	\$0 (for approved practices & league games during non-weekend hours, subject to maintenance costs based on requests)
Adult Leagues/ Other uses	\$50 per day per field (does not include lights) Monday - Friday
Adult Leagues/ Other uses	\$100 per day per field (does not include lights) Saturday-Sunday
Weekend Tournament	\$500.00/weekend-all 3 fields (morning and noon field prep maximum)
Field Prep Additional	\$200.00 per field prep for preparing maximum of 3 fields (more than morning and noon field prep).
Ball Field Lights	\$15/hour per field (waived for School District and HYBPAI for practices and league games).
Drag & Line Fields	\$50/hour (waived for School District and HYBPAI for practices and league games) on weekdays.

Refunds will be issued if the Village is notified 7 days prior to the reservation date. There is a \$5.00 administrative fee for all refunds.

### Concessions

Information on the concession stand can be obtained from the Park & Recreation Department at (608) 526-2152.

### General Terms:

1. Holmen Park & Recreation programming would have priority of grounds/ facility usage, even upon short notice.
2. The School District of Holmen has secondary priority of Village grounds/ facility usage All other groups (including non-profit organizations & private schools) would have third priority usage of Village of Holmen grounds or facilities.
3. Any user group wishing to sell admission and/ or concessions must make arrangements through the Park & Recreation Department beforehand.
4. Users of Village grounds/ facilities are responsible for the supervision of areas in use (as outlined in completed application). Any damages deemed beyond normal wear will be assessed and the user billed accordingly.
5. Users must provide evidence of insurance to the extent of \$1,000,000 minimum liability and \$50,000 property damage wherein the Village of Holmen is named the insured. This is applicable only when a facility and /or playfield is rented for private/ commercial use purposes.
6. IF THE ORGANIZATION IS REQUESTING ALCOHOL SALES, PLEASE CONTACT THE VILLAGE OFFICE AT (608) 526-4336.
7. Users should contact the Park & Recreation Department at least 24 hours prior to the approved usage time/date in order to confirm use and / or review any specific needs.

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## VILLAGE OF HOLMEN - 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.
3. **DISTURBING PRIVATE PROPERTY PROHIBITED.**  
No person shall disturb, molest or remove the property or personal effects of others while in any Village park.
4. **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.
5. **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.
6. **FIRES.**  
No person shall build any campfire or burn any rubbish on Village park lands except in designated fireplaces; nor shall any person throw away any cigarettes, cigars or pipe ashes without first extinguishing them.
7. **VEHICLES REGULATED.**  
(A) DRIVING. No person shall drive any automobile, truck, motorcycle or other vehicle in a reckless manner, or at a speed greater than the established speed limits as posted on signs along Village park roads, nor shall any person drive any vehicle unnecessarily on Village park roads.  
(B) All motor vehicles including off-road vehicles are prohibited on grassy areas of any Village park.  
(C) PARKING. No person shall park or leave unattended any automobile, truck, trailer, wagon, motorcycle, boat or other similar equipment except in areas designated for such purposes.
8. **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.
9. **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.
10. **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.
11. **OVERNIGHT CAMPING PROHIBITED.**  
There shall be no overnight camping or parking in any Village park without written permission from the Village President or his/her duly authorized agent.
12. **PARK HOURS.**  
Holmen parks are open from 8:30 a.m.-10:00 p.m., except as posted. No person shall be in Holmen parks after 10:00 p.m. or before 8:30 a.m. without written permission from the proper Village officials.

## **Tournament Renters**

### **You are responsible for:**

- ◆ Cleaning all park garbage and litter nightly before leaving the park.
- ◆ Empty all garbages and take to dumpster nightly (bags are provided).
- ◆ Keep vehicles & parking off of grass and non-parking areas.
- ◆ Keep players off the fields during scheduled field preparation times.
- ◆ Locking all doors, concession windows, turning off lights and scoreboards. Take good care of scoreboard controllers.
- ◆ Obeying village guidelines and ordinances.
- ◆ Report any maintenance issues to PR staff. Tournament organizer should be the person to contact PR staff.
- ◆ 100% clean-up of entire park to pre-event conditions. Renters will be billed for poor park clean-up.
- ◆ Supplies (restroom supplies, garbage bags) from Deer Wood Park are not for use at other facilities. Abusers will be billed.

# Holmen Park & Recreation Department – Tournament Information

Tournament: \_\_\_\_\_  
 Age Group: \_\_\_\_\_ Number of Teams: \_\_\_\_\_

Dates: \_\_\_\_\_  
 Fields Used: \_\_\_\_\_  
 \_\_\_\_\_

Sponsored By: \_\_\_\_\_  
 Tournament Organizer: \_\_\_\_\_ Title: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_ Web Site: \_\_\_\_\_  
 Site Supervisor (if different): \_\_\_\_\_ Cell: \_\_\_\_\_

- Reservation Form Completed
- Reservation Fees Paid
- Serving Alcohol: \_\_\_\_\_
- Tournament Schedule (given to Holmen Park & Recreation)
- Approved by PR Committee/Village Board
- Proof of Insurance Provided (\$1,000,000 minimum liability)
- Alcohol Permit (Approved by Board) \_\_\_\_\_

- Bases (Distance) \_\_\_\_\_
- Lights To Be Used (days/times): \_\_\_\_\_
- Scoreboards To Be Used: \_\_\_\_\_
- Tents or Other Additions: \_\_\_\_\_
- Pitching Rubber (Distance) \_\_\_\_\_
- Musco Scheduled: \_\_\_\_\_
- Code: \_\_\_\_\_

**Renter: May be charged for utility marking for large stakes. Park staff must approve & supervise installation.**

- Trash & Garbage (*Renter is responsible for 100% clean-up, entire park & all garbages, billed for s, or will*)
- Garbage Bags (Parks Staff Provide)
- Rest Rooms     Toilet Paper & Key     Circuit Breaker     Tarps     Diamond Dri
- Concessions: \_\_\_\_\_
- Key (s) Given: \_\_\_\_\_

**Field Prep Schedule By Village Parks Staff (Morning & mid-day per day, \$200 ea. Additional)**

<u>Date</u>	<u>Prep Times</u>	<u>Fields To Prep</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Park Staff Working Tournament: \_\_\_\_\_ Cell: \_\_\_\_\_

**Holmen Park & Recreation Department**  
**Ballfield Reservation Form**  
**Part II, Alcohol Policy**

**ALCOHOL POLICY**

If a group is interested in the sale of alcohol during an event, the following must be adhered to:

- No organization shall allow the sale of alcohol during any youth event.
- All alcohol sales will be under a separate tent.
- No minors shall be within the selling perimeters at any time.
- **Anyone** wishing to purchase an alcoholic beverage will be checked for age-related identification and then stamped with an ink stamp provided by the Village of Holmen.
- The organization will have at least 1 person per field assigned to security for the purpose of controlling traffic, observing the grounds for underage consumption and directing people to fields or concessions.
- If the Village Police catch any minor at the park in possession of alcohol, all alcohol sales will be shut down for the remainder of the event.
- No hard liquor shall be sold at any time.
- Proof of insurance by the organization sponsoring the event is mandatory. The organization must also apply for a beer permit from the Village office at least one month prior to the event so it may go through the Park & Recreation Committee (meets 1<sup>st</sup> Wed. of Month) and the Village Board (meets 2<sup>nd</sup> Thurs. of month). Both will be turned in with this reservation form.
- Organization run concessions and alcohol sales will cease by 10:00 p.m. and participants should leave the park by 11:00 p.m. when it closes.

Yes, my organization is having alcohol sales, per this policy \_\_\_\_\_

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 excessive cleanup expenses that may be incurred as a result of this reservation.

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

Witness: \_\_\_\_\_

Temporary Permit # \_\_\_\_\_

Original to Applicant

Copies To: Village Treasurer (w/fee) and Park & Recreation Department  
Park & Recreation Department

**APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE**

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date: \_\_\_\_\_

Town  Village  City of Holmen County of La Crosse

The named organization applies for: (check appropriate box(es).)

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stat.

at the premises described below during a special event beginning \_\_\_\_\_ and ending \_\_\_\_\_ and agrees to comply with all law, resolution, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. ORGANIZATION (check appropriate box)  Bona fide Club  Church  Lodge/Society  Veteran's Organization  Fair Association

(a) Name \_\_\_\_\_

(b) Address \_\_\_\_\_  
(Street)  Town  Village  City

(c) Date organized \_\_\_\_\_

(d) If corporation, give date of incorporation \_\_\_\_\_

(e) Names and addresses of all officers:

President \_\_\_\_\_

Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

(f) Name and address of manager or person in charge of affair: \_\_\_\_\_

2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:

(a) Street number \_\_\_\_\_

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? \_\_\_\_\_

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: \_\_\_\_\_

3. NAME OF EVENT

(a) List name of the event \_\_\_\_\_

(b) Dates of event \_\_\_\_\_

**DECLARATION**

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer \_\_\_\_\_  
(Signature/date)

\_\_\_\_\_  
(Name of Organization)  
Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Date Filed with Clerk \_\_\_\_\_

Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_

License No. \_\_\_\_\_

## ADDITIONAL INFORMATION

### May be Granted and Issued only to:

- (1) Bona fide clubs that have been in existence for at least 6 months prior to the date of application.
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Church, lodge, or society that has been in existence for at least 6 months prior to the date of application.
- (4) Posts now or hereafter established of ex-servicemen's organizations.

### Application:

- (1) Filing: In writing, for each event, on Form AT-315.
- (2) The local licensing authority may act on application or authorize an official or body of the municipality to issue the license. (ss. 125.26(1) and 125.51(1)(a), Wis. Stats.)
- (3) The written application shall be filed with the clerk of the municipality in which premises are located:

#### Class "B" (Beer):

- a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (s. 125.04(3)(f), Wis. Stats.)
- b. At least 15 days prior to the granting of the license for events lasting 4 or more days.

#### "Class B" (Wine):

The application shall be filed with the clerk of the local municipality in which the event will be held at least 15 days prior to the granting of the license.

- (4) Publication: Not required.

**Fee:** Not to exceed \$10. (Exception: No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.)

**Duration:** The day, or consecutive days, that the specified event is in progress.

### Restrictions:

- (1) License may not be issued to individuals.
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. They may not be issued for business or social meetings of the organization.
- (3) Licenses for club or organization meetings may be issued only to ex-servicemen's posts.
- (4) License may cover either a specified area or the entire picnic grounds.
- (5) License issued to a county or district fair must cover the entire fairground (ss. 125.26(6) and 125.51(10), Wis. Stats.)
- (6) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (s. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)
- (7) Licensed operator(s) must be present at all times (ss. 125.26(6), 125.32(2) - Beer; 125.51(10), 125.68(2) - Wine; 125.17)
- (8) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area. (s. 125.32(6), Wis. Stats.)
- (9) Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society or veterans' post in any 12 month period.
- (10) Licensed organizations must purchase their product from a licensed wholesaler.

**NOTE:** Most coolers presently on the market have a fermented malt beverage base allowing sale under a beer license, e.g. Bartles and James, Seagrams, etc.