

PARK SHELTER RESERVATION POLICIES

- FEES:** All fees are payable in advance, with no refunds or credits applied. Beaver Dam youth school events, either licensed public or private, are free of charge. Residents are those who live within the city limits of Beaver Dam; non-residents are those who live outside the city limits. **Make checks payable to: BDCAS.**
- FUTURE RESERVATIONS:** Shelters may be reserved up to one year in advance from today's date.
- PARKS EMPLOYEE ASSISTANCE:** If you need immediate assistance when the office is closed, contact the on-call Parks employee at (920) 210-7632. **The minimum 2-hour call-in charge will be \$65.00 for Parks employee assistance,** plus vehicle charges (if applicable). All charges will be assessed to the permit signer.
- KEYS:** If keys are required for your event, you may pick-up the keys as early as the Wednesday before your event and return them the business day following your event. Keys need to be picked up and returned in the office. If you forgot to pick up the keys prior to your event and it is after normal office hours, see #3 above for Parks employee assistance. There is a \$50 replacement fee per key for all lost keys.
- SHELTER ADMITTANCE:** When you reserve a shelter, you are reserving it for a specific date. This is the only date you are entitled to use the shelter. You may not decorate, store items or utilize the shelter prior to the date you have it reserved. For those shelters requiring keys, the pick-up date for the keys can be as early as the Wednesday prior to the event. However, this doesn't mean that you are entitled to use the shelter prior to 6:00am on your reservation date.
- ON THE DAY OF YOUR EVENT:** Take this permit with you to the shelter on the day of your event. The office reserves to one party per day per shelter, with the exception of the Crystal Building. If someone is using the shelter when you arrive, politely tell them that you have it reserved, show them this permit, and ask them to leave. If they refuse to leave, notify the Police Department at (920) 887-4612 immediately. Please note that all park shelters are checked and cleaned by 10:00am daily.
- PARK HOURS:** City parks are open 7 days per week, 6:00am-10:00pm. You are not allowed in the park prior to or after these published hours (see #23 below for exception).
- RESERVATION CHANGES:** You may change shelters or the date reserved prior to your event, depending upon availability, by contacting the office. There will be a \$5.00 service fee assessed each time a change is performed. All reservations are taken on a first-come, first-served basis.
- INCLEMENT WEATHER:** If your event was cancelled due to weather conditions, you may secure another permit by contacting the office the business day following your event for no additional charge. The rescheduled reservation date must fall within one calendar year from original reservation date.
- INSURANCE REQUIREMENT:** If your group is inviting the general public to be spectators or participants, or you will be selling concessions to the public, you are required to present a Certificate of Insurance in the amount of \$300,000 bodily injury and \$100,000 property damage; or \$300,000 single limit for bodily injury and property damage combined for liability requirements. Whenever possible, the City of Beaver Dam should be named as an added insured. The Certificate of Insurance is due in the office ten days prior to your event. This permit may be denied if proof of insurance is not provided.
- ALCOHOLIC BEVERAGES:** A permit is not needed to consume alcoholic beverages at your event. However, if you will be selling alcoholic beverages to the public, you will be required to apply for and obtain a "Temporary Class B (picnic) Beer And Wine License" from the City Clerk's office and obtain the proper Certificate of Insurance (see #10 above). You will need to apply for the temporary license a minimum of four weeks prior to your event. Proof of the license and insurance is due in the office ten days prior to your event. This permit may be denied if proof of the license is not provided.
- DRIVING/PARKING IN CITY PARKS:** There will be no driving or parking of a vehicle within any park area (City Ordinance #7.08(13)-\$10/day to \$20/day fine) unless a special parking permit is obtained from the office. There is no charge for this permit. Please place the permit on the dash of your vehicle so it can be seen by the Police Department. Absolutely no vehicles are allowed on the bridges at Swan City Park. Use your best judgment when driving on the grass, as damage may occur due to wet conditions in the park. All damages will be assessed to the permit signer.
- TENTS/STAKES:** Because of underground electric throughout the parks, anything to be driven into the ground requires prior contact with Diggers Hotline by calling 811 for line location and with the Fire Department at (920) 887-4609 for a general permit, if applicable. This must be done five days prior to your event.
- CLEAN-UP:** Come prepared to clean the shelter area by bringing a broom, dustpan, cleaning supplies, etc. The shelter is expected to be neat, clean (please leave the shelter as clean, if not cleaner, than it was when you arrived) and damage free upon the conclusion of your event. Any clean-up and/or repair costs will be assessed to the permit signer.
- GARBAGE:** Come prepared to clean entire area of debris by bringing sturdy see-through garbage bags. All debris must be placed in the waste receptacles upon conclusion of your event. If waste receptacles are full, place extra debris in your own garbage bags and leave closed garbage bags next to waste receptacles. Do not put hot coals from grilling in the dumpsters or garbage bags! Any clean-up costs will be assessed to the permit signer.
- APPEARANCE:** No changes in the physical appearance of any shelter shall occur, including placing nails or staples in the woodwork or picnic tables. Damages will be assessed to the permit signer.
- PICNIC TABLES:** In most shelters, the picnic tables are permanently anchored down and cannot be moved.
- GRILLING:** Each shelter provides a grill. Any additional grills must be placed outside of the shelter. Grilling is not allowed underneath any shelter or tent. When done grilling, let coals burn down themselves. Do not dispose of hot coals in the dumpsters or garbage bags!
- ROASTING A PIG:** If you will be roasting a pig at the shelter on the day of your event, you are required to contact the Parks Maintenance Shop at (920) 887-4623 to schedule an appointment to meet with a Parks employee. The employee will meet you at the shelter to explain where the pig roaster can be placed and what needs to be done prior to starting the roaster. This must be done five days prior to your event.
- ELECTRICAL OUTLETS:** Do not overload the electrical outlets (20-amp max. per outlet). If an outlet blows, press the re-set button. If a fuse blows, notify the office the following business day. If you need immediate assistance, see #3 above for Parks employee assistance.
- TAHOE PARK**
 - BUILDING AVAILABILITY:** The building is available to rent year-round. However, during the winter months, this building is open to the public on Saturdays and Sundays from 1:00pm to 4:00pm for ice-skating, weather permitting. Building reservations will not be allowed during the open ice-skating hours.
 - BUILDING RENTALS:** During the summer months, window screens may be installed, but if damaged the repair costs of \$20 per screen will be assessed to the permit signer. During the winter months, the heat thermostat may be turned up for your event, but prior to leaving please turn it back down to the lowest setting.
- CRYSTAL LAKE PARK**
 - BEACH BUILDING AVAILABILITY:** The building is available to rent during the school year only and can be reserved from 5:00pm to midnight during the week (Monday-Friday) and from 10:00am to midnight on the weekend (Saturday-Sunday). However, during the winter months, this building is open to the public on Saturdays and Sundays from 1:00pm to 4:00pm for ice-skating and sledding, weather permitting. Building reservations will not be allowed during the open ice-skating and sledding hours. A 3-hour minimum reservation is required.
 - BEACH BUILDING SUPERVISION:** A building supervisor will be on-site during your entire event. All individuals using the building are responsible to him/her. The supervisor will arrive 15 minutes prior to your scheduled arrival time. The permit signer is responsible for ensuring that the party leaves at the scheduled departure time you indicated when reserving this building.
 - BEACH BUILDING WATER:** The water is safe to consume, but you may prefer to bring your own drinking water, due to the high iron content.
 - CANCELLATION POLICY:** If you need to cancel your event and the office will not be open between the time you are canceling and the day of your event, contact the building supervisor directly at the phone number indicated on the front of this permit. If you need to cancel your event and the office will be open between the time you are canceling and the day of your event, contact the office.
 - SWIMMING RULES:** Admission is free. There are NO lifeguards on duty, swim at your own risk. A building attendant will be on duty to supervise the facility and enforce the rules during posted beach hours.