



PARK SHELTER RESERVATION PERMIT

Your Name: _____
Your Address: _____
City: _____ **Zip:** _____
Home Ph: _____ **Cell Ph:** _____
Email: _____
Business/Organization/Group (if applicable): _____
Type of Event (i.e.: family gathering, birthday party, wedding, anniversary, etc.): _____

Reservation Date (mm/dd/yy): _____ / _____ / _____
Day of the Week: _____
Approx. Number of People Attending: _____

****IF RENTING CRYSTAL LAKE PARK BEACH BUILDING
 3-hour minimum/5-hour maximum reservation**

Arrival Time: _____ **Departure Time:** _____

Does your event depend upon ice-skating? No Yes

Does your event depend upon sledding? No Yes

Shelter	Location	Approx. Adult Seating	Has Electricity	Key Required	Indoor Facility	Park Shelter Fees	
						Resident	Non-Resident
CRYSTAL LAKE PARK							
<input type="checkbox"/> Beach Building**	off Hwy 33 E on N Crystal Lake Rd	72	✓		✓	\$ 25 / hour	\$ 35 / hour
<input type="checkbox"/> East Shelter	off Hwy 33 E on Lake Hills Dr	35				30 / day	40 / day
<input type="checkbox"/> West Shelter	off Hwy 33 E on N Crystal Lake Rd – on the hill	60	✓	✓		50 / day	60 / day
EDGEWATER PARK							
<input type="checkbox"/> Hicks Overlook Shelter	off Hwy 33 W on McKinley Beach Rd	35	✓			\$ 35 / day	\$ 45 / day
<input type="checkbox"/> Mini Shelter	off Hwy 33 W on McKinley Beach Rd to National Dr	35				30 / day	40 / day
LAKEVIEW PARK							
<input type="checkbox"/> Large Shelter	corner of Burnett St & Mary St	90	✓			\$ 50 / day	\$ 60 / day
SMYTHE COURT PARK							
<input type="checkbox"/> Mini Shelter	corner of Smythe Court & Greenwich St	32	✓			\$ 35 / day	\$ 45 / day
SWAN PARK							
<input type="checkbox"/> Band Shell	off E Mill St – dome shaped structure in middle of park	1,100	✓			\$ 55 / day	\$ 65 / day
<input type="checkbox"/> Mill St Shelter	corner of E Mill St & S University Ave – restrooms attached	105	✓	optional		60 / day	70 / day
<input type="checkbox"/> Mini #1 Shelter	off S University Ave – middle of block	25	✓			35 / day	45 / day
<input type="checkbox"/> Mini #2 Shelter	off E Mill St – middle of block	25				30 / day	40 / day
<input type="checkbox"/> Park Shelter	off E South St – middle of park between pool & lagoons, w/fireplace	130	✓			50 / day	60 / day
<input type="checkbox"/> Springhouse Shelter	corner of S University Ave & E South St – colorful shelter	80	✓			50 / day	60 / day
TAHOE PARK							
<input type="checkbox"/> Building & Attached Shelter	off Haskell St on LaCrosse St (seats 60 indoors/100 outdoors)	160	✓	✓	✓	\$ 65 / day	\$ 75 / day
<input type="checkbox"/> Mini Shelter	off Haskell St on LaCrosse St – by play area	40	✓			35 / day	45 / day
WATERWORKS PARK							
<input type="checkbox"/> Large Shelter	corner of Denning Ave & Lakeshore Dr – restrooms attached	90	✓			\$ 50 / day	\$ 60 / day
<input type="checkbox"/> Mini Shelter	corner of Denning Ave & Lakeshore Dr – by play area	40				30 / day	40 / day

TOTAL FEE (make check payable to: BDCAS) \$ _____

- NO YES**
- Will the general public be invited to be spectators/participants at the event?** If yes, see #11 and #13 on the back of this permit.
- Will a tent or air supported structure (bounce house) be put up or any stakes pounded into the ground?** If yes, see #15 on the back of this permit.
- Will alcohol be sold at the event?** If yes, see #11 and #12 on the back of this permit.
- Will a pig be roasted on-site at the event?** If yes, see #20 on the back of this permit.

I have fully read this permit and I understand and agree to all stipulations. Failure to comply with reservation policies may result in the revocation of this permit and future permits.

Signature: _____

OFFICE USE ONLY

Amount Paid: _____

Date Paid: _____

Form of Payment: _____

Permit #: _____

Facility Attendant: _____

Phone: _____

Date Approved: _____

PARK SHELTER RESERVATION POLICIES

1. **RESERVATIONS:**
 - a. Permits are issued to ages 18 & over only.
 - b. Reservations are accepted on a first-come, first-served basis. In-person reservations can be made in the BDCAS office, Monday-Friday, 8:00am-4:00pm. Online reservations must be made a minimum of 3 days in advance.
 - c. Shelters may be reserved up to 1 year in advance from today's date. Those reserving an entire park and all shelters/facilities within that park for a community event are able to secure reservations 2 years in advance from today's date.
 - d. Open air shelters can be reserved May 1-September 31 annually.
 - e. Tahoe Park Building – see #22 below.
 - f. Crystal Lake Park Beach Building – see #23 below.
2. **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.**
3. **RESERVATION CHANGES:** The shelter or date reserved can be changed prior to your event for no additional charge, depending upon availability, by contacting the BDCAS office.
4. **INCLEMENT WEATHER:** If the event was cancelled due to weather conditions, another date may be reserved by contacting the BDCAS office the following business day for no additional charge. The rescheduled reservation date must fall within 1 calendar year from original reservation date.
5. **PARKS EMPLOYEE ASSISTANCE:** If immediate assistance is needed and the BDCAS office is closed, contact the **on-call Parks employee at (920) 210-7632**. The permit signer will be assessed the minimum 2-hour call-in fee of \$83.46 for Parks employee assistance, plus vehicle charges (if applicable).
6. **KEYS:**
 - a. Keys can be picked up from the BDCAS office as early as 3 business days prior to the reservation date.
 - b. If keys were not picked up prior to the event and the BDCAS office is closed, see #5 above for Parks employee assistance.
 - c. Keys need to be returned to the BDCAS office the business day following the event. They can be placed in the drop box located on the outside of The Watermark on S. Center Street or returned in person during office hours. There is a **\$100.00/key** replacement fee for all keys not returned.
7. **SHELTER ADMITTANCE:** Do not decorate, store items or utilize the shelter/building prior to 6:00am on the date reserved. Although keys can be picked up as early as 3 business days prior to the reservation date, this doesn't mean that admittance is allowed earlier than the reservation date.
8. **ON THE DAY OF YOUR EVENT:** Take the permit and receipt to the shelter on the day of your event. Shelters are reserved to one party per day. If someone is using the shelter upon your arrival, politely tell them that you have it reserved, show them your permit and receipt and ask them to leave. If they refuse to leave, notify the Police Department at (920) 887-4612 immediately.
9. **OPEN AIR SHELTER CLEANING:** All open air shelters are checked and cleaned by 10:00am daily.
10. **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.
11. **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 BDCAS office 10 days prior to your event. This permit may be denied if proof of insurance is not provided. If necessary, the permit signer should secure appropriate law enforcement officials for the event.
12. **ALCOHOLIC BEVERAGES:** A permit is not needed to consume alcoholic beverages at the event. A "Temporary Class B (picnic) Beer & Wine License" is required if alcoholic beverages will be sold to the public, is included in the admission price of the event/meal or is offered on a donation basis at the event. To apply for the license, contact the City Clerk's office at (920) 887-4600 a minimum of 4 weeks prior to your event. If approved, a copy of the license and insurance (see #11 above) are due in the BDCAS office 10 days prior to your event. This permit may be denied if proof of the license and insurance are not provided. If necessary, the permit signer should secure appropriate law enforcement officials for the event.
13. **SPECIAL EVENT:** See Special Event Policy Manual to determine if your event would be considered a special event. Copies are available at the BDCAS office.
14. **DRIVING/PARKING IN CITY PARKS:** No driving/parking of a vehicle within any park area is allowed, per City Ordinance #7.08(13). However, a special parking permit can be obtained from the BDCAS office to drive into the park to unload/load your vehicle. This free permit must be placed on the dash of the vehicle so it can be seen by the Police Department. Absolutely no vehicles are allowed on the bridges at Swan Park. Use your best judgment when driving on the grass, as damage may occur if wet conditions exist. All damages will be assessed to the permit signer.
15. **TENTS/AIR SUPPORTED STRUCTURES (BOUNCE HOUSES) /STAKES:** Anything to be driven into the ground requires contact with Diggers Hotline by calling 811 for line location 5 days prior to your event. Tents or air supported structures larger than 180 square feet in area (i.e.: 12' x 15') require contact with the Fire Department by calling (920) 887-4609 for a general permit 5 days prior to your event.
16. **CLEAN-UP SUPPLIES:** Bring a broom, dustpan, cleaning supplies, sturdy see-through garbage bags, etc. to clean the shelter area before leaving. All debris must be placed in the waste receptacles upon conclusion of the event. If waste receptacles are full, place extra debris in a garbage bag and leave closed garbage bags next to waste receptacles. Do not put hot coals from grilling in the dumpsters or garbage bags. The shelter is expected to be neat, clean and damage free upon the conclusion of the event. Any clean-up and/or repair costs will be assessed to the permit signer.
17. **SHELTER/BUILDING APPEARANCE:** No changes in the physical appearance of a shelter/building shall occur, including placing nails or staples in the woodwork or picnic tables. Damages will be assessed to the permit signer.
18. **PICNIC TABLES:** In most open air shelters, the picnic tables are permanently anchored down and cannot be moved. In the Tahoe Park and Crystal Lake Park buildings, the picnic tables are not anchored down and can be moved.
19. **GRILLING:** Each open air shelter provides a grill. Any additional grills must be placed outside of the shelter. Grilling is not allowed underneath a shelter or tent. When done grilling, let coals burn down. Do not dispose of hot coals in the dumpsters or garbage bags.
20. **ROASTING A PIG ON-SITE:** Instructions on the placement of the pig roaster in the park and what needs to be done prior to starting the roaster requires contact with the Parks Maintenance Shop by calling (920) 887-4623. This must be done 5 days prior to your event.
21. **ELECTRICAL OUTLETS:** Do not overload the electrical outlets. We suggest bringing food in slow cookers/crockpots versus using Nesco roasters (maximum of 1 Nesco per outlet). If an outlet blows, press the re-set button. If a fuse blows, notify the BDCAS office the following business day. If you need immediate assistance, see #5 above for Parks employee assistance.
22. **TAHOE PARK BUILDING:**
 - a. Available to rent January 1-December 31 annually.
 - b. 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.
 - c. During the winter months and weather permitting, the building is open to the public for ice-skating on Saturdays and Sundays. Reservations will not be allowed 12:30-4:30pm.
 - d. 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.
23. **CRYSTAL LAKE PARK BEACH BUILDING:**
 - a. Available to rent January 1-April 30 and September 1-December 31 annually.
 - b. A 3-hour minimum reservation is required, with a maximum of 5 hours per reservation. The building can be reserved 5:00-10:00pm Monday-Friday and 10:00am-10:00pm on Saturdays and Sundays. One reservation will be accepted per day.
 - c. During the winter months and weather permitting, this building is open to the public for ice-skating/sledding on Saturdays and Sundays. Reservations will not be allowed 12:30-4:30pm.
 - d. A facility attendant will open/close the building and supervise the building during your event. All individuals using the building are responsible to him/her. The facility attendant will arrive 15 minutes prior to the arrival time indicated on the permit. The permit signer is responsible for ensuring that all attendees exit the building no later than the departure time indicated on the permit. The BDCAS office will inform permit signer of the Facility Attendant's name and phone number prior to the event.
 - e. If you need to cancel your event and the BDCAS office is open, contact them as soon as possible. If you need to cancel your event and the BDCAS office will not be open between the time you are canceling and the day of your event, contact the Facility Attendant directly at the phone number indicated on the front of this permit.
 - f. The water is safe to consume, but you may prefer to bring your own drinking water, due to the high iron content.