



PARK SHELTER RESERVATION PERMIT

Your Name: _____

Reservation Date (mm/dd/yy): _____ / _____ / _____

Your Address: _____

Day of the Week: _____

City: _____ Zip: _____

Approx. Number of People Attending: _____

Home Ph: _____ Cell Ph: _____

Type of Event (i.e.: family gathering, birthday party, anniversary, etc.): _____

Email: _____

Business/Organization/Group (if applicable): _____

Shelter	Location	Approx. Adult Seating	Has Electricity	Key Required	Indoor Facility	Training Required	Daily Park Shelter Fees Resident	Non-Resident
CRYSTAL LAKE PARK								
<input type="checkbox"/> Beach Building	off Hwy 33 E on N Crystal Lake Rd	72	✓	✓	✓	✓	\$ 100	\$ 110
<input type="checkbox"/> East Shelter	off Hwy 33 E on Lake Hills Dr	35					50	60
<input type="checkbox"/> West Shelter	off Hwy 33 E on N Crystal Lake Rd – on the hill	60	✓	✓			70	80
EDGEWATER PARK								
<input type="checkbox"/> Hicks Overlook Shelter	off Hwy 33 W on McKinley Beach Rd	35	✓				\$ 55	\$ 65
<input type="checkbox"/> Mini Shelter	off Hwy 33 W on McKinley Beach Rd to National Dr	35					50	60
LAKEVIEW PARK								
<input type="checkbox"/> Large Shelter	corner of Burnett St & Mary St	90	✓				\$ 75	\$ 85
SMYTHE COURT PARK								
<input type="checkbox"/> Mini Shelter	corner of Smythe Court & Greenwich St	32	✓				\$ 55	\$ 65
SWAN PARK								
<input type="checkbox"/> Band Shell	off E Mill St – dome shaped structure in middle of park	1,100	✓	optional			\$ 75	\$ 85
<input type="checkbox"/> Mill St Shelter	corner of E Mill St & S University Ave – restrooms attached	105	✓	optional			75	85
<input type="checkbox"/> Mini #1 Shelter	off S University Ave – middle of block	25	✓				55	65
<input type="checkbox"/> Mini #2 Shelter	off E Mill St – middle of block	25					50	60
<input type="checkbox"/> Park Shelter	off E South St – middle of park between pool & lagoons, w/fireplace	130	✓				70	80
<input type="checkbox"/> Springhouse Shelter	corner of S University Ave & E South St – colorful shelter	80	✓				70	80
TAHOE PARK								
<input type="checkbox"/> Building & Attached Shelter	off Haskell St on LaCrosse St (seats 60 indoors/100 outdoors)	160	✓	✓	✓		\$ 100	\$ 110
<input type="checkbox"/> Mini Shelter	off Haskell St on LaCrosse St – by play area	40	✓				55	65
WATERWORKS PARK								
<input type="checkbox"/> Large Shelter	corner of Denning Ave & Lakeshore Dr – restrooms attached	90	✓				\$ 75	\$ 85
<input type="checkbox"/> Mini Shelter	corner of Denning Ave & Lakeshore Dr – by play area	40					50	60

TOTAL FEE..... (make check payable to: City of Beaver Dam) \$ _____

- 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 used 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.

OFFICE USE ONLY	
Amount Paid:	_____
Date Paid:	_____
Form of Payment:	_____
Permit #:	_____
Date Parks Notified (if applicable):	_____
Date Renter Trained (if applicable):	_____

**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: _____ Date: _____

PARK SHELTER RESERVATION POLICIES

1. General Information:

- a. Permits are issued to ages 18 & over only.
 - b. Reservations are accepted on a first-come, first-served basis:
 - i. Open-air shelters can be reserved for May 1-September 31 annually.
 - ii. Tahoe Park Building can be reserved for January 1-December 31 annually.*
 - iii. Crystal Lake Park Beach Building can be reserved for January 1-April 30 and September 1-December 31 annually.*
* In January and February, weather permitting, the building is open to the public on Saturdays and Sundays for ice-skating. Reservations will not be allowed 12:30-4:30pm.
 - 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 can secure reservations 2 years in advance from today's date.
 - d. Reservations can be made:
 - i. In-person at the Recreation Department, Monday-Friday, 8:00am-4:00pm.
 - ii. Online at www.cityofbeaverdam.com and must be made a minimum of 3 days in advance.
2. **Fees:** All fees are payable in advance, with no refunds or credits applied. Residents are those who live within the city limits of Beaver Dam; Non-Residents are those who live outside the city limits. Beaver Dam youth school events, either licensed public or private, are free of charge.
3. **Reservation Changes:** The shelter or date reserved may be changed prior to the event by contacting the Recreation Department.
4. **Inclement Weather:** If the event was canceled due to weather conditions, another date may be reserved by contacting the Recreation Department the following business day. The rescheduled reservation date must fall within 1 calendar year from original date reserved.
5. **Keys, if applicable:**
- a. Keys can be picked up at the Recreation Department as early as 3 business days prior to the reservation date.
 - b. If keys were not picked up prior to the event and the Recreation Department is closed, see #6 below for after-hours assistance.
 - c. Keys need to be returned to the Recreation Department the business day following the event. They can be placed in the 24/7 drop box located on the outside of The Watermark on S. Center Street or returned in person during office hours.
 - d. Permit signer will be charged **\$100/key for all keys not returned for any reason.**
6. **After-Hours Assistance:** If assistance is needed after hours, contact the **on-call Parks employee at (920) 210-7632**. The permit signer will be assessed the minimum 2-hour overtime call-in fee for Parks employee assistance, plus vehicle charges (if applicable).
7. **Indoor Shelter Admittance:** Do not use, decorate or store items in an indoor shelter prior to 6:00am on the reservation date.
8. **On Event Day:** Take the receipt and permit to the event. If someone is using the open-air shelter upon arrival, politely tell them you have it reserved, show them the permit and receipt and ask them to leave. If they refuse to leave, notify the Police Department at (920) 887-4612 immediately.
9. **Shelter Cleaning:** All shelters are checked and cleaned by 10:00am daily.
10. **Park Hours:** City parks are open 7 days per week, 6:00am-10:00pm. Use of the parks is not allowed prior to or after these published hours.
11. **Insurance Requirement:** If the general public will be invited to be spectators or participants, or concessions will be sold to the public, a Certificate of Insurance is required 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. A copy of the insurance is due in the Recreation Department 10 days prior to the 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 the event. If approved, a copy of the license and insurance (see #11 above) are due in the Recreation Department 10 days prior to the event. This permit may be denied if proof of the license and insurance are not provided to the Recreation Department. 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 the event would be considered a special event. Copies are available in the Recreation Department.
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 Recreation Department to drive into the park to unload/load a 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 good 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 the event. Tents and 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 a minimum of 5 days prior to the event.
16. **Clean-Up:** The shelter is expected to be neat, clean and damage free upon the conclusion of the event. Make sure to take cleaning supplies (broom, dustpan, soap, rag, sturdy see-through garbage bags, etc.) to the shelter on event day. All debris must be placed in the waste receptacles upon conclusion of the event. If waste receptacles are full, place extra debris in clear garbage bags and leave closed garbage bags next to waste receptacles. Do not dispose of hot coals from grilling in the dumpsters or garbage bags. All clean-up and/or repair costs will be assessed to the permit signer.
17. **Shelter/Building Appearance:** No changes in the physical appearance of an open-air shelter or 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:** Most open-air shelter's picnic tables are permanently anchored down and cannot be moved. Indoor shelter tables can be moved.
19. **Grilling:** Each open-air shelter provides a grill. Any additional grills must be placed outside of the shelter, as 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 Department by calling (920) 887-4623. This must be done a minimum of 5 days prior to the 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 roaster per outlet). If an outlet blows, press the re-set button. If a fuse blows, see #6 above for after-hours assistance.
22. **Crystal Beach Building Training:** Renters are required to meet with a Parks employee at the Crystal Building the week of their event to discuss the responsibilities while using the building. Meetings can be held Monday-Friday, 7:30am-3:00pm and will take approx. 15-30 minutes. To schedule a meeting, call the Parks Supervisor at 920-210-7631.