



Parks & Recreation Department
 1520 17th Street, Two Rivers, WI 54241
 Phone 920-793-5592 Fax 920-793-5529
Park Host 920-323-2670 - - Sat & Sun Only 7 AM – 1 PM

Day of the Week: _____ Date: _____ Start Time: _____ End Time: _____

SHELTER:

Name of Group _____ Person in charge _____

Address: _____ City, State, Zip _____

Day phone: _____ E-mail address: _____

Serving alcohol? Yes No Type of event: _____ **How many people will attend?** _____

Selling alcohol? Yes No (You are responsible for determining whether or not your group needs a Class B permit, which is available through City Hall). Glass containers are not permitted in public parks. Ordinance 7-1-10.

Amplified sound? Yes No If yes, Type? _____ Hours: Start _____ End _____

I understand and agree that the issuance of this Park Shelter Reservation is subject to the accuracy of the information supplied on this form, and the adherence to all City of Two Rivers ordinances, policies, and regulations of the Parks & Recreation Department and that the City of Two Rivers retains the right to revoke this permit anytime prior to or during this event.

DAMAGE: I also understand the conditions of this application and agree to pay for any damage arising from use of this City facility.

GARBAGE: It is further understood and agreed that each group or individual is responsible for cleaning the shelter and surrounding area, with debris put in garbage cans and facilities and grounds left without damage. Please do not leave bagged garbage outside the receptacle for wildlife to explore. Please recycle your cans and plastic bottles to ensure all garbage goes in the receptacle. **Renter will be responsible for cleanup costs (\$35 per hour) over the amount of the rental fee in the event user fails to clean up properly.**

DIGGER'S HOTLINE: I agree to call Digger's Hotline prior to pounding stakes for tents or any other temporary structure.

REFUND POLICY: I understand and agree that refund requests **received in writing (30) full days prior to the reservation date**, will receive a refund minus a \$15.00 administrative fee or 100% credit on account to be used for a future rental or program (*excludes attraction tickets*).

Less than (30) full days notice prior to the reservation date, will receive a 50% refund minus a \$15.00 administrative fee. No account credit given.

Less than (10) full days notice - No refunds or account credit are given.

Cost incurred by the City for delivery & pick up of rental items such as picnic tables or any other special request items for the rental will be deducted prior to issuing a refund. No refunds given for circumstances beyond the control of the Parks & Recreation Department (ie: weather).

Deposits – will automatically be mailed to the address on the reservation form, unless arrangements have been made for pick up at the Parks & Recreation Office. Renter agrees to abide by the rules and regulations contained in this agreement. **My signature and/or payment indicates my agreement with these terms.**

Fee Description	Resident ~ Non-Resident	Total Due
Shelter Rental <i>(requires \$100 refundable deposit)</i>	\$50 ~ \$60	
Ball diamond (per hour)	_____ # @ \$5.50 / \$11 =	
P.A. Rental <i>(additional \$100 refundable deposit)</i>	\$25 ~ \$50	
Extra picnic tables	_____ # @ \$10 =	
Tax (5%)		
Payment Type	CASH CHECK CHARGE	\$
\$100 Deposit(s) Date Paid	CASH CHECK	

Signature

Date

Park & Recreation Director's Signature

Date

ASSISTANCE: Park Host on duty -/- Saturday & Sunday -/- 7 AM - 1 PM -/- cell phone: 323-2670.
If you cannot reach the park host and need immediate assistance, call Non-emergency Dispatch, 686-7200.
To comment on park conditions or to make additional shelter reservations, call the Recreation Department during regular business hours (M-F, 8-4:30) at 793-5592.

FACILITIES: Rental of the park shelter does not include exclusive use of any adjacent recreational area or equipment, i.e. tennis or volleyball courts, baseball diamond (unless specifically reserved & paid for), basketball area, horseshoe courts, playground equipment, or other shelters.

OUTLETS: More than one appliance plugged into a pair of outlets may trip circuit breakers.

City Ordinances Applying to Parks

General Parking Regulations

No person or persons shall do any of the following prohibited acts within the limits of any park in the City of Two Rivers:

- (a) Operate an unlicensed or licensed motorized vehicle outside of areas specifically designated as parking areas or areas where the operation of such vehicles is specifically permitted.
- (b) Operate a snowmobile except in designated areas.
- (c) Allow a horse, dog, cat, or other domesticated animal to be on any part of City-owned property or park.
- (d) Place or leave any rubbish, litter, garbage, refuse or debris of any nature within a park except within designated receptacles provided. No person or persons shall throw or deposit any type of debris or waste material on or along any park roadway or park area.
- (e) Interfere with, break down, deface or remove, or cause to be interfered with, broken down, defaced or removed, any sign, guard, protection barrier, or barricade placed in any public park in the City. Neither shall they remove or damage any equipment. Any damage to park facilities will be considered vandalism.

Glass Beverage Containers

Glass beverage containers are not permitted in public parks. Ordinance 7-1-10.

Speed Limit in Park

No person shall operate a motor vehicle in any of the public parks at a speed greater than fifteen (15) miles per hour.

Reckless Driving in Parks Prohibited

No person shall operate a motor vehicle in a reckless manner in any of the public parks in the City.

Parking in Parks

No person shall park any motor vehicle in any park in the City except in designated parking areas nor shall any person allow any motor vehicle, trailer, or construction equipment to allow remain parked within any City park during park closing hours, except by permission of the City Manager or his designee. The penalty for violation of this is provided for in Section 8-1-6©.

Park Closing

No person shall be within the Picnic Hill Park between 10 PM and 6 AM. No person shall be within any other City parks between 11 PM and 6 AM. This Section shall not apply to persons traveling directly through any park on a City street, and further provided the hours set forth in the Section may be adjusted by the City Council, City Manager, or his designee for special activities.

Refreshment Stands in Public Parks Prohibited

It shall be unlawful for any person, without being previously authorized by the Parks & Recreation Director, to set up any refreshment or concession stand, or to sell any refreshments, balloons, toys, or any articles whatsoever in and upon any park, playground, recreation area, bathing beach, or athletic field owned or operated by the City of Two Rivers.

Public Address Systems in Parks

It shall be unlawful for any person, without being previously authorized by the Parks & Recreation Director, to use any public address system or sound amplification devices in any public park.

Radio-controlled Model Airplanes Prohibited in Parks

No person shall fly a radio-controlled model airplane in any park in the City of Two Rivers, except in areas specifically designated and posted for such purpose.