

Hallie Parks Rental Packet Instructions

Thank you for choosing the Village of Lake Hallie to host your event. The Village of Lake Hallie welcomes you to our community, and strives to deliver the memorable moments that you will enjoy by selecting the quality facilities that the Village of Lake Hallie can provide to you.

This document is intended to help you with the facility application process. The application documents can be downloaded directly from the Village website: <http://lakehallie.us/> and selecting Parks, Recreation & Tourism Commission from the Boards and Commissions tab. You may also pick up a Hallie parks Rental Packet in person from the Village Clerks Office.

First, read the disclosure at the top of the rental agreement. Next, in the 'FEES' portion of the application, select which facility you wish to rent, and check the corresponding box. The fee schedules are provided in this section as well.

Next, fill in the applicant information, and the appropriate yes-no answer boxes to the questions about alcohol, food, and concession rental.

Identify your event on page 2 of the rental packet, and read the notice about the application documents and rental period. Then sign and date this portion of the application. Next review the liability insurance requirements of rental of the Park facilities for your event. You may bring a copy of a certificate of insurance, or insurance 'deck page' with you as proof that the Village of Lake Hallie is a named insured for your event.

If you are serving alcohol at your event, you must complete the "Picnic permit" which is included in the rental packet. The permit is also known as the "APPLICATION FOR TEMPORARY CLASS "B" OR "CLASS B" RETAILER'S LICENSE" which must be accompanied with a \$10.00 fee. This document has additional information about the temporary license for you to review.

The Rental Packet included rules for the various Village of Lake Hallie facilities. You need only review the rules relevant for your event.

You should return the completed documents to the Village Clerks office a minimum of 45 days prior to your event along with the appropriate fees. You will be notified when the Park and Village Boards have reviewed your application materials.

Thank you again for choosing the Village of Lake Hallie facilities for your event. The Village of Lake Hallie wishes you a fun and successful event!

Village of Lake Hallie Hallie Parks Rental Agreement

People/Organizations desiring to use the Village of Lake Hallie Park must complete this form and submit to the Village Clerk/Treasurer's office. No reservation will be confirmed for rental of the Village Park until this agreement is signed and the required bond/deposit is received. The bond/deposit may be forfeited in part or in whole for any property damage or failure to comply with the terms of this agreement. If the damage exceeds the bond/deposit the renter will be billed for the difference. Forfeiture of the bond/deposit may be appealed to the Village Park Commission. **The security Deposit will be refunded if the grounds, restrooms & concessions are cleaned properly after the event, and the keys are returned. The security deposit may also be put toward the payment of the park usage fee.**

After submitting this form, the request will be reviewed by the Park Commission and the Village Board within 45 days. The Village Board will confirm or deny the request within 7 days of receiving the application. If the requested Park use falls with the policy guidelines, and the Park is available, the Village will confirm your booking. Rental/use requests are not authorized until the application have been approved by the Village, and confirmed to the renting party/organization. **Cancellations must provide a one (1) week notice to receive a refund. The bond/deposit will be forfeited due to cancellation if less than one (1) week notice is given.**

The Village of Lake Hallie is NOT responsible for personal items lost or stolen from Park facilities, and is not liable for any damages or injuries occurred during the Park rental. Hallie Parks rental hours are from 8:00 AM to 11:00 PM, and must be vacated by 11:00 PM.

FEES

Choose the Lake Hallie Park you are requesting to rent

(check 1)

Hallie Ball Park without Concession stand	<input type="checkbox"/>	Fee:	\$250.00
Hallie Ball Park with Concession stand	<input type="checkbox"/>	Fee:	\$300.00
Hallie Soccer Fields	<input type="checkbox"/>	Fee:	TBD
Hallie Pickleball Courts	<input type="checkbox"/>	Fee:	TBD
Hallie Park Pavillion Rental	<input type="checkbox"/>	Fee:	\$50.00
Rental Deposit		Fee:	\$200.00

*** For Softball & Baseball Tournaments:

Bond/Deposit	\$200.00	Due Upon Signing
Dumpster (required size: 8 yard or 20 yard)		Host must supply dumpster
Tournament Fee	\$250.00	Due Upon Signing
Tournament Fee field maintenance	\$12.50 per hour	Paid in Balance due invoice from Village Clerk

*** Other expenses/fees

Field Maintenance	\$12.50 per hour	Paid in Balance due invoice from Village Clerk
Games (extra) (add \$25.00 per game with lights)	\$50.00 per game	Paid in Balance due invoice from Village Clerk

Any waiver of field maintenance fees to be authorized by the Parks Commission. Park Supervisor will determine balance due

Other Hallie Ball Park Fees not covered in a separate contract:

Hallie 3-4 year old T-Balls Skills event fees have been waived by the Parks Commission (on 10/28/2019)

Hallie Pickleball league player fees TBD

Hallie Boys & Hallie Girls fees for pitching /fielding clinics TBD

Applicant Information (Please Print)

Name: _____

Organization Name : _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Will Alcohol be served: Yes ☐ No ☐ Picnic Class B permit required (application must be submitted)

Will food be served: Yes ☐ No ☐ Will concession stand be rented: Yes ☐ No ☐

Village of Lake Hallie Hallie Parks Rental Agreement

Rental Information:

Date(s) of Event: _____ Type of Event: _____

Proof of Liability Insurance Received Yes ☐ No ☐

See graduated scale of required coverages below.

The undersigned applicant hereby makes application for the use of Hallie Park facilities described above and certifies that the information on the application is correct. The applicant agrees to adhere to all the rules, regulations, laws and ordinances, including rules provided in the Village of Lake Hallie Usage forms, of which the applicant hereby acknowledges receipt. Hallie Park rental period per day is from 8:00 AM to 11:00 PM. I certify that I am 18 years of age or older. This application/agreement must and supporting documents for the requested Village parks MUST be returned to the Village Clerk. **Fees & Deposits are subject to change at any time.** REMINDER: Park rules require the park to be vacated by 11:00 PM, and all lights be turned off.

Signature of applicant: _____

Date: _____

Signature of co-applicant: _____

Date: _____

Liability Insurance Requirements

The applicant/renter shall indemnify and hold harmless the Village of Lake Hallie, employees, agents, and volunteers from and against all claims, demands, suits, actions, payments and judgments as a result of injury, death or property damage arising from or connected with the use of the Park facilities. The applicant or organization must provide proof of liability insurance, and that the **Village of Lake Hallie, 13136 30th Avenue Lake Hallie WI 54729 is a covered entity, named insured, and a certificate holder** within that policy during the rental period. A 'Deck Page' or certificate of insurance are an appropriate form of proof for a liability insurance.

Graduated scale of required liability insurance coverages

Event of 500-1000 attendees without alcohol	Liability coverage of at least \$50,000.00 is required
Event of 500-1000 attendees with alcohol	Liability coverage of at least \$75,000.00 is required
Event of 1000-2000 attendees without alcohol	Liability coverage of at least \$100,000.00 is required
Event of 1000-2000 attendees with alcohol	Liability coverage of at least \$125,000.00 is required
Event of 2000-4000 attendees without alcohol	Liability coverage of at least \$150,000.00 is required
Event of 2000-4000 attendees with alcohol	Liability coverage of at least \$200,000.00 is required
Event exceeding 4000 attendees w/o alcohol	Liability coverage of at least \$250,000.00 is required
Event exceeding 4000 attendees with alcohol	Liability coverage of at least \$300,000.00 is required

(Village Office use only)

Agreement Approved: Yes ☐ NO ☐ Rental Fee: _____ Date: _____

Bond/deposit returned: Yes ☐ No ☐ Down Payment: _____ Date: _____

Check # _____ Credit card # _____ Exp. _____

Balance due: _____ Date: _____

Key issued date: _____ Key returned date: _____

Approved by: _____ Date: _____

LAKE HALLIE SOCCER PARK RULES:

1. Park rental is from 8:00 AM to 11:00 PM. The Hallie Soccer Park shall be vacated by 11:00 PM. Gates must be closed at the conclusion of the days events upon exit of all persons.
2. Check Fields, spectator area & buildings - report any damage before your event.
3. Report any damage to the Clerk/Treasurer's office.
4. Return Keys no later than Monday at 4:00 PM following the event.
5. No alcohol shall be served to minors. If alcohol will be served, renter agrees to abide by the picnic/social use permit and provide completed application at the time of submitting paperwork for those permits. Applications are in rental packet.
6. Bond/Deposit will be forfeited by renters who fail for any reason to fulfill or otherwise breach the terms of the rental agreement. You may lose permission to rent the Park in the future.

KEY PICK-UP

1. You must be at the Clerk's office no later than 11:30 AM on the Friday prior to the rental, or the week day before the rental .
2. Failure to pick up the key by noon on the day prior to the rental will result in the rental being cancelled and the bond/deposit forfeited.

CLEAN -UP

1. Clean-up consists of the following:
 - * Place recyclables in proper containers.
 - * Place garbage in proper containers
 - * Bag and tie all garbage bags and place in dumpster.
 - * Wash and put away all concession dishes and utensils. (if rented)
 - * Clean all bathrooms, and if included in rental agreement, concession sinks, counter tops, etc. and sweep concession & pavilion floors. (Wet mop with WATER ONLY if rented).
 - * Turn out all lights, including field lights and turn off any appliances.
 - * Fields & green spaces must be cleaned up. (All debris, cans, broken glass, etc.).
 - * Remove all documents, posters, etc.
 - * No nails, tapes, or other adhesives (tying decorations is allowed)
2. The applicant will be responsible for cleaning and leaving the Hallie Ball Park in the condition received. Should the Park be left in unacceptable condition, cleaning fees and/or damage expenses, will be deducted from the deposit or you may be billed for additional fees. The Village of Lake Hallie is not responsible for personal items lost or stolen from facilities.

APPLICANT

Must be an adult as recognized by the State of Wisconsin (18 years or older), and willing to be financially responsible for the rental of the Hallie Ball Park.

SOCIAL USE or PICNIC PERMIT IF REQUIRED

By signing the Social Use or Picnic Permit, I agree to:

Not serve alcohol to minors.

No one under the age of 21 will consume or dispense alcoholic beverages.

I have read all items in this agreement and I accept the terms and obligations.

Signature of Applicant: _____ Date: _____

HALLIE BALL PARK GENERAL RULES

1. The Hallie Ball Park shall be vacated by 11:00 PM.
2. Check Fields, dugouts & buildings - report any damage before your event.
3. Report any damage to the Clerk/Treasurer's office.
4. Return Keys no later than Monday at 4:00 p.m. following the event.
5. No alcohol shall be served to minors. If alcohol will be served, renter agrees to abide by the picnic/social use permit and provide completed application at the time of submitting paperwork for those permits. Applications are in rental packet.
6. Bond/Deposit will be forfeited by renters who fail for any reason to fulfill or otherwise breach the terms of the rental agreement. You may lose permission to rent the Park in the future.

INVENTORY

1. An inventory of tables, chairs and all items in the kitchen with a Park employee or designee must be done upon picking up the key. The Clerk's office has an inventory form for your use.

KEY PICK-UP

1. You must be at the Clerk's office no later than 11:30 a.m. on the Friday prior to the rental, or the weekday before the rental in order to complete the inventory checklist.
2. Failure to pick up the key by noon on the day prior to the rental will result in the rental being cancelled and the bond/deposit forfeited.

CLEAN -UP

1. Clean-up consists of the following:
 - Place recyclables in proper containers.
 - Place garbage in proper containers
 - Bag and tie all garbage bags and place in dumpster.
 - Wash and put away all concession dishes and utensils, IF RENTED.
 - Clean all bathrooms, and concession sinks, counter tops, etc.
 - Sweep concession & pavilion floors. (Wet mop with WATER ONLY if rented).
 - Turn out all lights, including field lights and turn off appliances.
 - Fields & green spaces must be cleaned up. (All debris, cans, broken glass, etc.).
 - Remove all documents, posters, etc.
 - No nails, tapes, or other adhesives (tying decorations is allowed)
2. The applicant will be responsible for cleaning and leaving the Hallie Ball Park in the condition received. Should the Park be left in unacceptable condition, cleaning fees and/or damage expenses, will be deducted from the deposit or you may be billed for additional fees. The Village of Lake Hallie is not responsible for personal items lost or stolen from facilities.

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SOCIAL USE or PICNIC PERMIT IF REQUIRED

By signing the Social Use or Picnic Permit, I agree to:

- Not serve alcohol to minors.
- No one under the age of 21 will consume or dispense alcoholic beverages.
- Certify that you are 21 years of age or older.

I have read all items in this agreement and I accept the terms and obligations.

Signature of Applicant: _____ Date: _____

LAKE HALLIE SOCCER PARK RULES:

1. Park rental is from 8:00 AM to 11:00 PM. The Hallie Soccer Park shall be vacated by 11:00 PM. Gates must be closed at the conclusion of the days events upon exit of all persons.
2. Check Fields, spectator area & buildings - report any damage before your event.
3. Report any damage to the Clerk/Treasurer's office.
4. Return Keys no later than Monday at 4:00 PM following the event.
5. No alcohol shall be served to minors. If alcohol will be served, renter agrees to abide by the picnic/social use permit and provide completed application at the time of submitting paperwork for those permits. Applications are in rental packet.
6. Bond/Deposit will be forfeited by renters who fail for any reason to fulfill or otherwise breach the terms of the rental agreement. You may lose permission to rent the Park in the future.

KEY PICK-UP

1. You must be at the Clerk's office no later than 11:30 AM on the Friday prior to the rental, or the week day before the rental .
2. Failure to pick up the key by noon on the day prior to the rental will result in the rental being cancelled and the bond/deposit forfeited.

CLEAN -UP

1. Clean-up consists of the following:
 - * Place recyclables in proper containers.
 - * Place garbage in proper containers
 - * Bag and tie all garbage bags and place in dumpster.
 - * Wash and put away all concession dishes and utensils. (if rented)
 - * Clean all bathrooms, and if included in rental agreement, concession sinks, counter tops, etc. and sweep concession & pavilion floors. (Wet mop with WATER ONLY if rented).
 - * Turn out all lights, including field lights and turn off any appliances.
 - * Fields & green spaces must be cleaned up. (All debris, cans, broken glass, etc.).
 - * Remove all documents, posters, etc.
 - * No nails, tapes, or other adhesives (tying decorations is allowed)
2. The applicant will be responsible for cleaning and leaving the Hallie Ball Park in the condition received. Should the Park be left in unacceptable condition, cleaning fees and/or damage expenses, will be deducted from the deposit or you may be billed for additional fees. The Village of Lake Hallie is not responsible for personal items lost or stolen from facilities.

APPLICANT

Must be an adult as recognized by the State of Wisconsin (18 years or older), and willing to be financially responsible for the rental of the Hallie Ball Park.

SOCIAL USE or PICNIC PERMIT IF REQUIRED

By signing the Social Use or Picnic Permit, I agree to:

Not serve alcohol to minors.

No one under the age of 21 will consume or dispense alcoholic beverages.

I have read all items in this agreement and I accept the terms and obligations.

Signature of Applicant: _____ Date: _____

HALLIE PICKLE-BALL PARK GENERAL RULES

1. The Hallie Pickle-ball court rental period is 8:00 AM to 11:00 PM. The Hallie Pickle-Ball Park shall be vacated by 11:00 PM.
2. Check courts, spectator areas and portable restroom - report any damage before your event to the Clerk/Treasurer's office.
3. No alcohol shall be served to minors. If alcohol will be served, renter agrees to abide by the picnic/social use permit and provide completed application at the time of submitting paperwork for those permits. Applications are in rental packet.
4. Bond/Deposit will be forfeited by renters who fail for any reason to fulfill or otherwise breach the terms of the rental agreement, the renter may lose permission to rent the Park in the future.

CLEAN -UP

1. Clean-up consists of the following:
 - Place recyclables in proper containers.
 - Place garbage in proper containers
 - Bag and tie all garbage bags and place in dumpster.
 - Fields & green spaces must be cleaned up. (All debris, cans, broken glass, etc.).
 - Remove all documents, posters, etc.
 - No nails, tapes, or other adhesives (tying decorations is allowed)
2. The applicant will be responsible for cleaning and leaving the Hallie Pickle-Ball Park in the condition received. Should the Park be left in unacceptable condition, cleaning fees and/or damage expenses, will be deducted from the deposit or you may be billed for additional fees. The Village of Lake Hallie is not responsible for personal items lost or stolen from facilities.

APPLICANT

Must be an adult as recognized by the State of Wisconsin (18 years or older), and willing to be financially responsible for the rental of the Hallie Ball Park.

SOCIAL USE or PICNIC PERMIT IF REQUIRED

By signing the Social Use or Picnic Permit, I agree to:

- Not serve alcohol to minors.
- No one under the age of 21 will consume or dispense alcoholic beverages.
- Certify that you are 21 years of age or older.

I have read all items in this agreement and I accept the terms and obligations.

Signature of Applicant: _____ Date: _____

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 \$ _____

Application Date: _____

☐ Town ☐ Village ☐ City of _____ County of _____

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)

Officer _____
(Signature/date)

Date Filed with Clerk _____

Date Granted by Council _____

(Name of Organization)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Reported to Council or Board _____

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.