

## 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.

All Rental users for any park of Hallie Park must designate ONE person must be assigned to check in and check out with a designated Hallie Parks/Village employee to verify Hallie Park conditions at the time of check in and check out. If keys are required, keys must be checked out at the Village Clerks office in accordance with the key issuance policy.

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!

**Notice from the Village of Lake Hallie  
and the  
Lake Hallie Parks, Recreation & Tourism Commission**

Special Exceptions:

To honor the time and effort that the Hallie Boys Baseball, Hallie Girls Softball, and Chippewa Strikers have dedicated by working with the Village of Lake Hallie, each organization will be "comped" one tournament fee, per calendar year.

The tournament facility fee will be waived; however, the weekend maintenance fee will still be billed. The organizations can dispense with that fee if the organizations parent and-or coaches perform field prep on the fields between games, provided the organizations insurance coverage is adequate.

There is no Hallie Park fee for the annual Hallie Youth Days weekend. At least one paid Village of Lake Hallie employee must be present.

The Village and the Commission realize that these Organizations provide a desirable and welcome enhancement to the Village of Lake Hallie community.

## HALLIE BALL PARK RULES

### GENERAL

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 Thursday or 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:
  - a. Place recyclables in proper containers.
  - b. Place garbage in proper containers
  - c. Bag and tie all garbage bags and place in dumpster.
  - d. Wash and put away all concession dishes and utensils, IF RENTED.
  - e. Clean all bathrooms, and concession sinks, counter tops, etc.
  - f. Sweep concession & pavilion floors. (Wet mop with WATER ONLY if rented).
  - g. Turn out all lights, including field lights and turn off appliances.
  - h. Fields & green spaces must be cleaned up. (All debris, cans, broken glass, etc.).
  - i. Remove all documents, posters, etc.
  - j. 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

1. 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 (See the last 2 pages of this packet)

1. By signing the Social Use or Picnic Permit, I agree to:
  - a. Not serve alcohol to minors.
  - b. No one under the age of 21 will consume or dispense alcoholic beverages.
  - c. 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: \_\_\_\_\_

## HALLIE PICKLE-BALL PARK RULES

### GENERAL

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 restrooms - 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:
  - a. Place recyclables in proper containers.
  - b. Place garbage in proper containers
  - c. Bag and tie all garbage bags and place in dumpster.
  - d. Fields & green spaces must be cleaned up. (All debris, cans, broken glass, etc.).
  - e. Remove all documents, posters, etc.
  - f. 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

1. 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 (See the last 2 pages of this packet)

1. By signing the Social Use or Picnic Permit, I agree to:
  - a. Not serve alcohol to minors.
  - b. No one under the age of 21 will consume or dispense alcoholic beverages.
  - c. 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: \_\_\_\_\_

## HALLIE SOCCER PARK RULES

### GENERAL

1. The Hallie Soccer Park rental period is 8:00 AM to 11:00 PM. The Hallie Soccer Park shall be vacated by 11:00 PM.
2. Check courts, spectator areas and portable restrooms - 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:
  - a. Place recyclables in proper containers.
  - b. Place garbage in proper containers
  - c. Bag and tie all garbage bags and place in dumpster.
  - d. Fields & green spaces must be cleaned up. (All debris, cans, broken glass, etc.).
  - e. Remove all documents, posters, etc.
  - f. No nails, tapes, or other adhesives (tying decorations is allowed)
2. The applicant will be responsible for cleaning and leaving the Hallie Soccer Park in the condition received. Should the Soccer 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

1. 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 (See the last 2 pages of this packet)

1. By signing the Social Use or Picnic Permit, I agree to:
  - a. Not serve alcohol to minors.
  - b. No one under the age of 21 will consume or dispense alcoholic beverages.
  - c. 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: \_\_\_\_\_

## VILLAGE OF LAKE HALLIE PARKS RENTAL AGREEMENT

People/Organizations desiring to use the Village of Lake Hallie Park must complete this form and submit to the Lake Hallie 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 property after the event, and the keys are returned. The security deposit may also be put towards 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 within the policy guidelines, and the Park is available, the Village will confirm your booking. Rental/use requests are not authorized until the application has 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

**\*\*\* For Softball & Baseball Tournaments:**

Hallie Ball Park 1-3 fields	<input type="radio"/> Fee	\$500.00/event
Hallie Park 4+ or more fields	<input type="radio"/> Fee	\$1000.00/event
Hallie Ball Park required dumpster	<input type="radio"/> Fee	\$210.00
Hallie Ball Park with Concession Stand	<input type="radio"/> Fee	\$50.00/event
Hallie Soccer Fields	<input type="radio"/> Fee	\$500.00/event
Hallie Pickleball Courts	<input type="radio"/> Fee	\$100.00/event
Hallie Park Pavilion Rental	<input type="radio"/> Fee	\$50.00
Rental/Bond/Deposits	<input type="radio"/> Fee	\$200.00 <b>DUE UPON SIGNING</b>
Tournament Fee field Maintenance	\$20.00 per man hour	To be paid in balance due invoice from Village Clerk

**\*\*\*Other Expenses/Fees:**

All Field Maintenance and Other Fees		To be paid in balance due invoice from Village Clerk
Individual games (each)	\$50.00 per game	To be paid in full to the Village Clerk with the application
Individual game with field lights <b>ADD to each game</b>	\$25.00 per game	To be paid in balance due invoice from Village Clerk

- ◇ In the event of a complete rain out, field rental fee will be refunded.
- ◇ In the event of a partial rain out, field rental fee will be adjusted for un-played games.
- ◇ Any waiver of field maintenance fees to be authorized by the Parks Commission.
- ◇ The Park Supervisor will determine a balance due and any deposits to be refunded.

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

Hallie 3-4 year old T-Ball 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 \$50.00/field

### **Applicant Information (Please Print)**

Name: \_\_\_\_\_  
 Organization Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
 Will Alcohol be served:  Yes  No      Picnic Class B permit required (application must be submitted)

# VILLAGE OF LAKE 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 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.

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 judgements 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 Ave. 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 of liability insurance.

## GRADUATED SCALE OF REQUIRED LIABILITY INSURANCE COVERAGES

Event of 50—1000 attendees without alcohol	Liability coverage of at least \$50,000.00 is required
Event of 50— 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 without 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: \_\_\_\_\_

# 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. Stats.

at the premises described below during a special event beginning \_\_\_\_\_ and ending \_\_\_\_\_ and agrees to comply with all laws, resolutions, 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  
 Chamber of Commerce or similar Civic or Trade Organization  
 Veteran's Organization  Fair Association

(a) Name \_\_\_\_\_

(b) Address \_\_\_\_\_  
(Street)  Town  Village  City

(c) Date organized \_\_\_\_\_

(d) If corporation, give date of incorporation \_\_\_\_\_

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President \_\_\_\_\_

Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

(g) Name and address of manager or person in charge of affair: \_\_\_\_\_

**2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:**

(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.

\_\_\_\_\_  
(Name of Organization)

Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Date Filed with Clerk \_\_\_\_\_

Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_

License No. \_\_\_\_\_



## Additional Information

### May be Granted and Issued only to:

- (1) Bona fide clubs.
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Churches, lodges, or societies that have been in existence for at least 6 months prior to the date of application.
- (4) Posts of veterans organizations.
- (5) Chambers of commerce or similar civic or trade organizations organized under ch. 181, Wis. Stats.

### 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) Seller's Permit: Sec. 77.54 (7m), Wis. Stats., provides an exemption from Wisconsin sales and use taxes relating to certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore is not required to hold a seller's permit.
- (5) Publication: Not required.

**Fee:** Determined by the municipality, but may not 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. A municipality may issue up to 20 licenses to the same licensee for a single event, if each license is issued for the same date and time.

### 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, chamber of commerce or similar civic or trade organization or veterans' post in any 12 month period. A municipality may issue up to 20 wine licenses to the same licensee if: 1) each license is issued for the same date and times, 2) the licensee is the sponsor of an event held at multiple locations within the municipality on this date and at these times, 3) an admission fee is charged for participation in the event and no additional fee is charged for service of alcohol beverages at the event, and 4) within the immediately preceding 12-month period, the municipality has issued these multiple licenses for fewer than 2 events. In addition, each event for which multiple licenses are issued shall count as one license toward the 2-license limit.
- (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.