



**City of New Berlin
Recreation Department
PARK PERMIT FORM**

NAME _____ EVENT DAY/DATE _____
 GROUP _____ ARRIVAL/DEPARTURE TIMES _____
 ADDRESS _____ CITY _____ ZIP _____
 PHONE (H) _____ (C) _____ ESTIMATED ATTENDANCE _____
 ACTIVITY PLANNED _____

PARK ADDRESS AREA CAPACITY

BUENA PARK
 _____ #1-West 1700 S. 165th St. 50
 _____ #2-East 16301 W. Coachlight Dr. 50

CALHOUN PARK
 _____ Shelter 1 5400 S. Calhoun Rd. 100
 _____ Shelter 2 5400 S. Calhoun Rd. 100
 _____ Shelter 3 5400 S. Calhoun Rd. 60

LIONS PARK
 _____ Shelter 1 14900 W. Overland Trail 150
 _____ Shelter 2 14800 W. Lincoln Ave. 75

MALONE PARK
 _____ Shelter 1 16300 W. Al Stigler Pkwy. 200
 _____ Shelter 2 16300 W. Al Stigler Pkwy. 100
 _____ Gazebo 16300 W. Al Stigler Pkwy. 50

PROHEALTH CARE
 _____ #1 East 2950 S. Sunny Slope Rd. 75
 _____ #2 South 2950 S. Sunny Slope Rd. 75

VALLEY VIEW PARK
 _____ Shelter 1 5051 S. Sunny Slope Rd. 100
 _____ Shelter 2 5051 S. Sunny Slope Rd. 200
 _____ Fire Bowl (issue Special Ceremonial Burning Permit)

BEER-LIQUOR	YES _____ NO _____
AMPLIFIED MUSIC	YES _____ NO _____ (Noise permit must be obtained from Police Dept. at no charge)
PIG/CHICKEN ROAST	YES _____ NO _____
TENT ERECTION	YES _____ NO _____ Only Pop-ups, no stakes allowed
PICNIC KIT	YES _____ NO _____
FUNDRAISING	YES _____ NO _____
SELLING	YES _____ NO _____
MISCELLANEOUS INSTRUCTIONS/NOTES:	

I/WE THE UNDERSIGNED, WILL ASSUME ALL RESPONSIBILITY FOR THE PROPER CARE AND UTILIZATION OF THE ABOVE STATED PARK AREA AND/OR FACILITIES, INCLUDING ALL EQUIPMENT AND GROUNDS CONTAINED THEREIN, IN ACCORDANCE WITH THE POLICIES AND REGULATIONS OF THE NEW BERLIN RECREATION COMMISSION AS STATED IN MUNICIPAL CODE (CHAPTER 19) OF THE CITY OF NEW BERLIN, WISCONSIN. (See reverse side for rules and regulations)

SIGNATURE OF APPLICANT _____ DATE _____



Picnic Rate Schedule

1st Tier – Malone Site #1 (Holds 200, Seats 100) \$50 Key Deposit for kitchen

Group Size	Resident Fee	Non-Resident Fee
0 - 75	\$125	\$170
76 - 150	\$155	\$210
151 - 200	\$220	\$295
201 & Up	\$390	\$525

****Fee for groups for 201-350 includes Malone #1 & #2 plus the Gazebo****

*****Portable Restroom Package (over 300 people) \$246 mandatory fee*****

2nd Tier – ProHealth Care #1 & #2 (Each Side Holds 75, Seats 65. Both Sides Hold 150, Seats 130)

Group Size	Resident Fee	Resident Both Sides	Non-Resident Fee	Non-Resident Both Sides
0 - 75	\$115	\$165	\$155	\$225

3rd Tier

Calhoun #1 (Holds 100, Seats 100)

Calhoun #2 (Holds 100, Seats 60)

Calhoun #2 is over bridge (no vehicle access)

Calhoun #3 (Holds 60, Seats 45)

\$50 key deposit for Calhoun #3

(enclosed shelter)

Lions #1 (Holds 150, Seats 75)

Lions #2 (Holds 75, Seats 60)

Malone #2 (Holds 100, Seats 40)

Malone Gazebo (Holds 50, Seats 40)

Valley View #1 (Holds 100, Seats 100)

Valley View #2 (Holds 200, Seats 75)

Group Size	Resident Fee	Non-Resident Fee
0 - 75	\$105	\$140
76 - 150	\$135	\$180
151 - 200	\$175	\$235

*Fee for groups for 201-350 should use Malone Park

4th Tier

Buena #1-West (Holds 50, Seats 25)

1700 S 165th St.

Buena #2-East (Holds 50, Seats 25)

16301 W Coachlight Dr.

Group Size	Resident Fee	Non-Resident Fee
0 - 75	\$65	\$90

*Buena Park sites do not have electricity.

PICNIC RENTAL POLICY

YOUTH/CHURCH/SENIOR GROUPS

If non-profit City of New Berlin based organizations such as; youth groups, churches, schools, or senior citizen groups with a non-profit tax ID number wish to reserve a site for events that do not qualify as a "Special Event," there is no charge. However, a Rental Fee Waiver/Discount Request Form must be completed.

SERVICES & DEMONSTRATIONS

All events are subject to municipal code 184-7.

CANCELLATION POLICIES

Full refunds will be granted up to **60 days prior** to the reservation. Cancellations made **less than 60 days but more than 7 days prior** to a picnic will receive a refund in the amount of 50% of the picnic rental fee. No refund will be granted for cancellations **made 7 days or less prior** to the scheduled picnic or because of inclement weather. Picnics may be rescheduled in the same season depending on shelter availability at no additional cost. Rescheduled picnics follow the regular cancellation policy.

SHELTER CAPACITIES

Each picnic area has both a hold and seating capacity. The hold capacity represents the total capacity of the shelter and its surrounding area. The seating capacity represent only the capacity of the picnic tables currently underneath the shelter. If your event attendance is greater than the seating capacity, depending on schedule and weather allowance, the Parks, Buildings and Grounds Department will make their best effort to deliver additional picnic tables to the shelter for your event.

BEER-LIQUOR & NOISE PERMIT FEES

Beer/Liquor is allowed in designated picnic areas with completed picnic permit. If the use of public address systems or live amplified music will be associated with the picnic, a Noise Permit must be obtained from the New Berlin Police Department. There is no fee for the Noise Permit. Please be considerate of the park neighbors and keep the noise down.

PIG/CHICKEN ROASTS PROCEDURE

1) The roasting unit must be elevated and completely self-contained. 2) No heated parts of the roasting unit or coals may touch the asphalt, grass, cement or any other material deemed part of the park. 3) Disposal of carcass, bones, etc. must be removed from the park. Failure to comply will cause the department to invoice the responsible party a disposal fee equal to the cost incurred.

PAYMENT PROCEDURE

Picnic shelter reservations must be paid for in full at the time of booking. Requests for picnic shelter reservations for the current year by **New Berlin Residents** are accepted **starting the second Monday in January** at 9:00am.

Non-residents may reserve a site **starting on the first Monday in March**. Fees for non-residents will be 35% more than for residents. The New Berlin Recreation Department cannot "hold" a picnic shelter for an event while awaiting final payment and reservation. Picnic shelters are reserved on a first-come, first-served basis.

NO RESERVATIONS ACCEPTED

City of New Berlin events take first priority for picnic shelter reservations, followed by New Berlin youth sports organizations. For a full list of unavailable dates for private rentals, please view the "Dates Unavailable for Rentals" list in this packet. Commercial solicitation and transactions of any kind are prohibited in City parks.

BASEBALL DIAMOND/TENNIS COURT FEES ASSOCIATED WITH PICNICS

Baseball diamonds and tennis courts are strictly on a first-come, first-served basis.

TENTS

Tents and other structures may not be erected without a permit from the city. No stakes, regardless of their size, shall be used to secure the tents in to the ground.

INFLATABLES - Inflatables (Bounce Houses) are not allowed due to insurance liability.

PICNIC KITS

Picnic kits containing a Softball/Bat/Bases, Volleyball/Net, Football, Basketball, and Frisbee are available for a **\$15.00 fee**. The fee is paid at the time the picnic permit is issued. Kits are to be picked up at the Recreation Dept. **by 4:00 PM on Thursday or Friday** prior to the weekend picnic. Kits must be returned to the Recreation Dept. on **Monday following** the weekend picnic **by 4:00 PM**. There are no refunds for Kits not picked up. (Enter the employee parking lot behind City Hall and ring the Recreation doorbell).

CERTIFICATE OF INSURANCE

Groups may be required to submit a certificate of general liability insurance coverage depending upon the nature of the activity. Additional insurance coverage is required in the following amount: General Liability Limits - \$1,000,000 each occurrence/\$2,000,000 aggregate includes contractual and personal liability injury. This policy must also name the City of New Berlin as "additional insured". This policy must be submitted to the Recreation Department **2 weeks prior to event**.

DAMAGES/ADDITIONAL EXPENSES

The permit holder will be invoiced for damage to park property, excessive cleanup costs, or for significantly underestimating attendance.

PICNIC AREA RULES AND REGULATIONS

**If you experience any problems during your picnic, please call the
Weekend Park Cell Phone: (262) 527-4843 or the New Berlin Police Dept. at (262) 782-6640**

New Berlin Recreation Department Phone (262-797-2443); E-Mail – recreation@newberlin.org; Website - www.newberlin.org

1. New Berlin public park areas are available for public picnic usage from sunrise to dusk, unless as otherwise posted.
2. Group permits are granted for the exclusive use of a picnic area and shelter only. Individuals or families not disturbing or interfering with the scheduled reserved group activities including use of other park facilities and equipment are also allowed to utilize public park areas.
3. Drinking and dispensing of alcoholic beverages is permitted only in designated picnic areas. Groups or individuals wishing to sell beer or liquor may do so only with the required permits, including proper City Permit license. (Please see the attached "**Alcoholic Beverages at City Owned Facilities/Shelters-Guidelines**")
4. **No glass beverage containers shall be permitted in any park or parkway at any time.**
5. All litter, including paper, garbage, cans, or any other trash, shall be deposited in the waste receptacles provided, **except carcass/remains of pig roast which must be removed by permit holder.**
6. Use of loud speakers or other amplifying equipment is not permitted unless specifically requested and noted on the park permit, and conducted in accordance with local ordinance as administered by the New Berlin Police Department. Noise permit must be obtained from the New Berlin Police Department.
7. No person or group shall erect any structure, temporary or permanent, unless approved and noted on the park permit. Signs and decorations are permitted but must be removed, along with fasteners. No stakes, regardless of their size, shall be used to secure the tents/structures in to the ground. **INFLATABLES (BOUNCE HOUSES) ARE NOT PERMITTED DUE TO INSURANCE LIABILITY.**
8. No person or group shall make or kindle any fire for any purpose except in the cooking grills provided, unless specifically requested, approved, and noted on the park permit. The use of private charcoal burners in picnic areas is permitted providing turf and other vegetation are not damaged. Unburned coals and ash shall be disposed of in such a manner as to prevent littering, fire or damage, to any park property.
9. No horses are permitted in public park areas.

10. No person shall cause damage to any tree, flower, shrub, building, fence, table, benches, turf and other equipment, signs, animal habitat, or park structure.
11. No person shall drive any motorized vehicle upon any part of the parkways except the proper drives and parking areas. Vehicles may park only in designated parking areas or along appropriate roadways unless posted otherwise.
12. Picnic kits containing softball, bat, bases, volleyball and net, frisbee, football, and basketball are available upon request from the Recreation Department (\$15 fee). Kits must be picked up from the Recreation Department during normal business hours

Penalties for violation of the above rules are described in Municipal Code Chapter 19. The Parks, Buildings & Grounds Commission may also impose additional rules, penalties, suspensions, etc., in order to properly manage the New Berlin Parks and assure the greatest comfort, safety, convenience and public welfare of the citizens of New Berlin. Any observation of negligence or vandalism by any individual utilizing the park areas and facilities should be reported immediately to the New Berlin Police Department.



2020 DATES UNAVAILABLE FOR RENTALS

Calhoun Park

15-May
 16-May
 17-May
 29-May
 30-May
 31-May
 5-Jun
 6-Jun
 7-Jun
 25-Jun
 26-Jun
 27-Jun
 28-Jun
 17-Jul
 18-Jul
 19-Jul
 11-Sep
 12-Sep
 13-Sep

**THE FOLLOWING PARKS HAVE
 NO ADMINISTRATIVE BOOKINGS:**

Buena Park
 Lions Park
 ProHealth Care Park

**THE FOLLOWING PARKS DO NOT
 ACCEPT RESERVATIONS:**

Biwer Park
 Gatewood Park
 High Grove Park
 Historical Park
 Maple Ridge Park
 Regal Park
 Weatherstone Park

Malone Park

2-May
 15-May
 16-May
 17-May
 29-May
 30-May
 31-May
 5-Jun
 6-Jun
 7-Jun
 12-Jun
 13-Jun
 14-Jun
 25-Jun
 26-Jun
 27-Jun
 28-Jun
 29-Jun
 30-Jun
 1-Jul
 2-Jul
 3-Jul
 4-Jul
 5-Jul
 6-Jul
 7-Jul
 8-Jul
 9-Jul
 10-Jul
 11-Jul
 17-Jul
 18-Jul
 19-Jul
 24-Jul
 25-Jul
 1-Aug
 7-Aug
 8-Aug

Valley View Park

15-Apr (Shelter #1)
 22-Apr (Shelter #1)
 29-Apr (Shelter #1)
 6-May (Shelter #1)
 13-May (Shelter #1)
 20-May (Shelter #1)
 5-Jun
 6-Jun
 7-Jun
 15-Jun (Shelter #1)
 16-Jun (Shelter #1)
 17-Jun (Shelter #1)
 18-Jun (Shelter #1)
 19-Jun (Shelter #1)
 24-Jun (Shelter #1)
 1-Jul (Shelter #1)
 8-Jul (Shelter #1)
 15-Jul (Shelter #1)
 17-Jul
 18-Jul
 19-Jul
 22-Jul (Shelter #1)
 3-Aug (Shelter #1)
 4-Aug (Shelter #1)
 5-Aug (Shelter #1)
 6-Aug (Shelter #1)
 7-Aug (Shelter #1)
 26-Aug (Shelter #1)
 2-Sep (Shelter #1)
 9-Sep (Shelter #1)
 11-Sep
 12-Sep
 13-Sep
 16-Sep (Shelter #1)
 23-Sep (Shelter #1)
 30-Sep (Shelter #1)

ELECTRICITY

Electricity is available at all shelters with the exception of the Buena Park shelters. Caution is advised when using the electrical service. Circuit breakers can be overloaded by plugging in too many crock pots or Nesco's. It is the responsibility of the permit holder to avoid overloading and tripping the circuit breakers. Each outlet has 2 plug-in's.

ELECTRICAL SERVICE			
PARK	SHELTER 1	SHELTER 2	OTHER
BUENA	NO ELECTRIC	NO ELECTRIC	
CALHOUN	20 AMPS - 4 OUTLETS 20 AMPS - ELECTRIC BX	20 AMPS - 2 OUTLETS	20 AMPS - 4 OUTLETS (SHELTER 3)
LIONS	20 AMPS - 2 OUTLETS	20 AMPS - 4 OUTLETS 20 AMPS - ELECTRIC BX	
MALONE	20 AMPS - 6 OUTLETS 20 AMPS - ELECTRIC BX	20 AMPS - 1 OUTLET	20 AMPS - 2 OUTLETS (GAZEBO)
PROHEALTH CARE	20 AMPS - 4 OUTLETS	20 AMPS - 4 OUTLETS	
VALLEY VIEW	20 AMPS - 4 OUTLETS 20 AMPS - ELECTRIC BX	20 AMPS - 4 OUTLETS 20 AMPS - ELECTRIC BX	

Alcoholic Beverages at City Owned Facilities/Shelters – Guidelines

Private Functions

- Alcoholic Beverages may be served as long as there is NO direct or indirect charge (monetary, tickets, etc.) for the alcoholic beverages.
- The event must be Private and closed to the general public and attendance must be via personal invitation
- If *Caterer* hired, all monetary charges for services involving alcohol must take place at the caterer's licensed premise (a copy of the caterers license should be provided for the city's files to ensure the caterer holds the correct license).
- Alcohol must be served by an adult at least age 18 and older. A caterer may supply personnel to dispense alcohol beverages at catered functions.
- All applicable state statutes & city ordinances that pertain to alcoholic beverages must be followed.
- State law prohibits serving alcohol to persons under 21 years of age or to anyone who is or appears to be under the influence of alcohol to a reasonable person.
- No alcohol may be served if the event is designated as a "Youth" event (majority of the participants are under the age of 21).
- Serving of alcohol must end at least 30 minutes prior to scheduled departure time.
- No person shall possess (or dispense) beverages in glass containers.

Non-Profit Organizations/Fundraisers

- A non-profit hosting a fundraiser while serving alcoholic beverages is required to apply for either a temporary Class "B" (picnic) beer license or a temporary "Class B" (picnic) wine license. If a non-profit is selling both beer and wine, they must apply for both licenses. The "Class B" wine license can only be applied for twice by the same organization within a 12 month period, however there is no limit for the Class "B" beer license.
- All licenses must be applied for with the City Clerk/Human Resources Community Relations Department. The "Class B" wine license can only be applied for twice by the same organization within a 12 month period, however there is no limit for the Class "B" beer license.
- Alcohol must be served by an individual possessing a full operator's license with the city or that has applied and been approved for a temporary operator's license for the specific event. The operator's license application can be obtained from the City Clerk/Human Resources Community Relations Department and must be applied for up to 7 days before the scheduled event.
- All applicable state statutes & city ordinances that pertain to alcoholic beverages must be followed.
- State law prohibits service of alcohol to persons under 21 years of age or to anyone who is or appears to be under the influence of alcohol to a reasonable person.
- No alcohol may be served if the event is designated as a "Youth" event (majority of the participants are under the age of 21).
- Serving of alcohol must end at least 30 minutes prior to scheduled departure time.
- No person shall possess (or dispense) beverages in glass containers.

****For all Alcohol/Operator's License Applications & Inquiries,
Contact the Community Relations/City Clerk's Office at: 262-786-8610***