

City of St. Francis

Application For Park Reservation

Name of Group: _____

Name of Applicant: _____

Must be St. Francis Resident. Deposit is refunded to applicant unless otherwise noted.

Address: _____

Phone: _____

Email: _____

Application Date: _____

Approximate Attendance: _____

| <u>First Choice(s)</u> |
|------------------------|
| Date(s) _____ _____ |
| Time(s) _____ _____ |

| <u>Second Choice(s)</u> |
|-------------------------|
| Date(s) _____ _____ |
| Time(s) _____ _____ |

Please read the Park Rules (attached) **BEFORE** signing application.

Fees: The park rental fee and the deposit must be paid at the time of the reservation. Kitchen, bathrooms, pavilion, pole barn, and setup and take down of an additional 20 picnic tables are included in the fees. The deposit will be refunded **IF** the park is properly maintained (see attached rules). There are no refunds of fees for any reason unless a reservation is cancelled and the date is rebooked.

1-75 Persons: \$325 Fee + \$100 Deposit
76-150 Persons: \$400 Fee + \$100 Deposit
Over 150 Persons: \$425 Fee + \$100 Deposit

FEES MAY CHANGE WITHOUT NOTICE. APPLICANT MAY BE LIABLE FOR ANY INCREASES AT THE TIME OF USE.

Signature of Applicant

Date Received _____ Reservation Approved For _____

Receipt # _____ Amount \$ _____ Check # _____

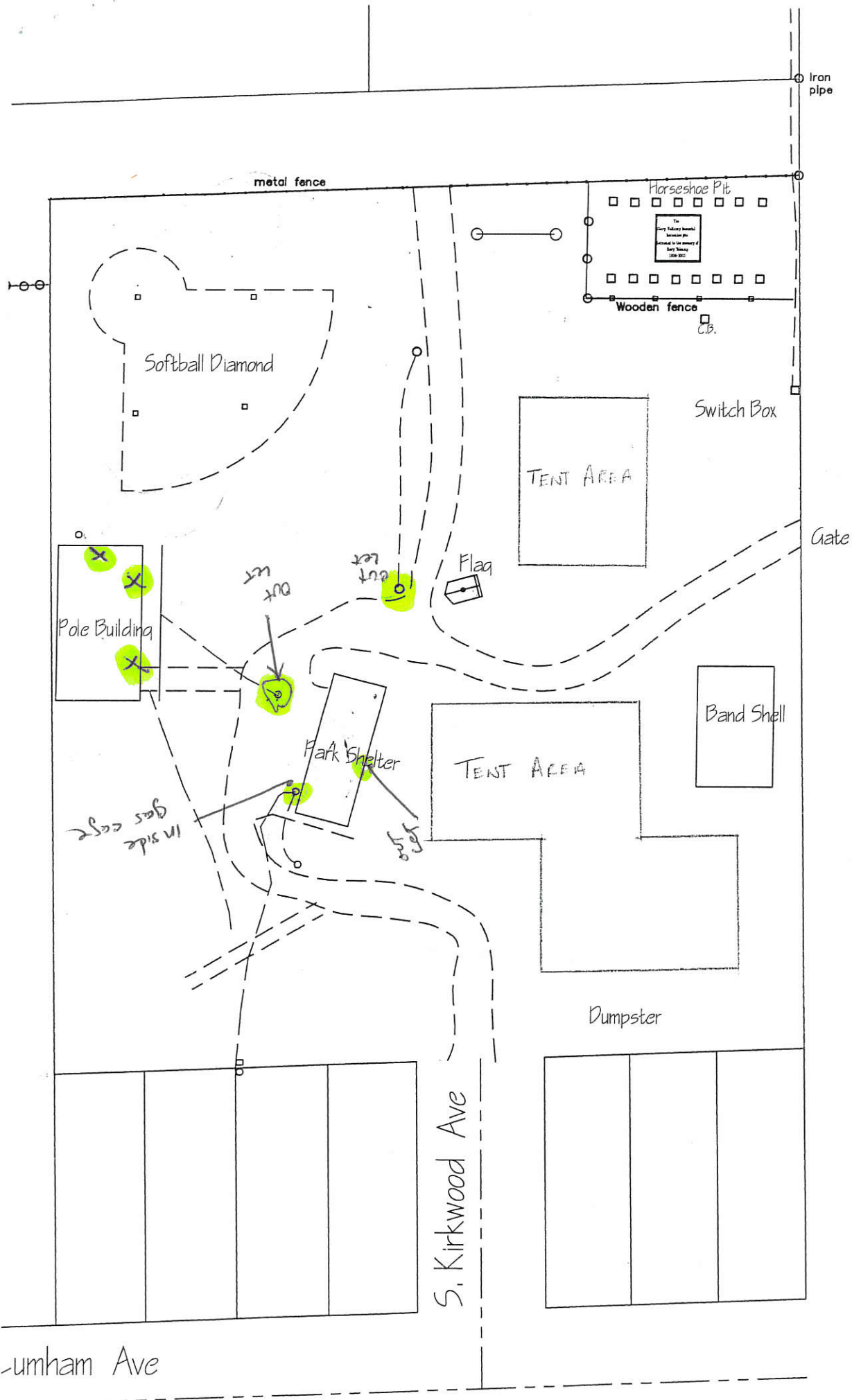
Remarks: _____

Park Deposit Refund Check Sent to: _____

Milton Vretenar Memorial Park Rules

1. *The band shell is not included in the park rental.*
2. The Park opens at 6:00 AM and closes at 10:00 PM.
3. Vehicle parking facilities are at the north area of the park. This lot can only be accessed by taking E. Denton Avenue east from S. Packard Avenue to parking lot. There is **NO** parking on S. Kirkwood Avenue. **NO DRIVING OR PARKING ON AREAS OUTSIDE OF THE PARKING LOT**
4. Keys for the park **MUST** be picked up at the City of St. Francis Civic Center located at 3400 E. Howard Avenue on the **FRIDAY BEFORE** your event and returned the **NEXT BUSINESS DAY** following your event. Dumpster keys are included with the keys issued.
5. It is understood that any person using the park will be required to clean the areas used. This includes the restrooms, kitchen and grill (instructions are located on the grill). Cleaning includes the following: ***All** garbage containers must be emptied, bags put into dumpsters located at the north end of the park next to the cell tower. New bags are to be put into containers (including restroom garbage). Bags are located in the kitchen area. Empty cigarette butt cans are to be returned to the kitchen area.*
6. City staff place 20 tables out for park rental use as follows: 8 on the patio area and 12 place around the grassed area of the park. These tables are to stay out. Any additional tables or benches removed from the pole barn are to be returned to the pole barn as part of the cleaning of the park.
7. No loud noise or amplified music is allowed.
8. Intoxicating beverages shall NOT be dispensed to minors or sold on park property.
9. There shall be no carrying out of intoxicating beverages from the park.
10. **No Animals** are allowed in the park at any time except for certified service animals.
11. **Prior approval from the Engineering Department is required if you wish to put up a tent outside the designated tent area. Diggers Hotline must be notified 3 working days in advance of your event.**
12. Any inflatable rides/games require a certificate of insurance with \$100,000- \$300,000 Bodily Injury and \$25,000 Property Damage coverage to be provided to the City **prior** to park rental. City of St. Francis should be listed as the Certificate Holder.
13. Users will be billed for any damage, additional cleaning and/or any City personnel called in for assistance at your event.
14. Report any emergencies you may encounter to the St. Francis Police Department at 414-481-2232.

THESE RULES WILL BE ENFORCED BY THE CITY OF ST. FRANCIS.



City of Saint Francis
MILTON VRETENAR MUNICIPAL PARK

**ORDINANCE NO. 1198
AN ORDINANCE GOVERNING THE ERECTION
OF TENTS IN CITY PARKS**

At a regular meeting of the Common Council of the City of St. Francis, Milwaukee County, Wisconsin, held on the 20th day of September, 2005, a quorum being present and a majority of the Council voting therefore, said Council does ordain as follows:

Section 1198.01 Section 19.19 IS CREATED. There is hereby crated new Section 19.19 of the Municipal Code of St. Francis, Wisconsin, to provide as follows:

ERECTION OF TENTS IN CITY PARKS: Application for a permit for use of City Parks is to include information for any tent proposed to be erected.

A. INFORMATION TO INCLUDE THE FOLLOWING:

1. Size and number of tents
2. Location of tents on supplied map of park
3. Name, address, and phone number of company or individual that owns or will erect tents.
4. Certification of Flame resistant treatment to be submitted.

B. REQUIREMENTS AT SITE FOR ERECTION OF TENT OR CANOPIES

1. Call diggers hotline prior to erecting tent.
2. Provide fire extinguishers such that the distance to any extinguisher from any location in the tent does not exceed 75 feet.
3. Provide no smoking signs in tent.
4. Provide proper exit aisles and exit lights if required.

Section 1198.02 CONFLICTING PROVISIONS. All ordinances or parts of ordinances contravening the provisions of this ordinance are to that extent repealed.

Section 1198.03 SEVERABILITY If any of the sections, sub-sections, paragraphs, sub-paragraphs herein are declared to be invalid, such decisions shall not affect the validity of the other provisions of this ordinance or the sections of which the invalid portion or paragraph may be a part.

Section 1198.04 EFFECTIVE DATE. This ordinance shall take effect and be in force the day after its passage and publication as provided by law.

PASSED and ADOPTED this 20th day of September, 2005.

/s/AL RICHARDS, MAYOR

ATTEST:

/s/Anne B. Uecker, CMC/AEE, City Clerk

Prepared by: Michele M. Ford, City Attorney