



**BOARD OF PARK COMMISSIONERS
WEDNESDAY, AUGUST 18, 2020 – 6:30PM
CITY HALL, COUNCIL CHAMBERS**

THE CITY OF LAKE GENEVA IS HOLDING MEETINGS VIRTUALLY WITH LIMITED CAPACITY (NO MORE THAN THIRTEEN) IN COUNCIL CHAMBERS TO COMPLY WITH SOCIAL DISTANCING DUE TO THE CORONAVIRUS (COVID-19) PANDEMIC. HERE'S HOW YOU CAN PARTICIPATE:

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/656950605>

Access Code: 656-950-605

You can also dial in using your phone.

United States: +1 (872) 240-3212

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/546468957>

There is a little YouTube video for new participants at

<https://www.youtube.com/watch?v=95dRdnMMgbQ>

AGENDA

Committee Members: Cindy Feuredi, Brian Olsen, David Quickel, Barbara Philipps, Peggy Schneider, Obdulia Alvarez, Meaghen Madden-VanDyke, and Mary Jo Fesenmaier- Alderperson

1. Call to order – Cindy Feurendi
2. Roll call
3. Approval of Board of Park Commissioners Minute Meetings from July 21, 2020
4. Discussion/Recommendation TAP Grant
5. Discussion/Recommendation Poppy Sculpture
6. Discussion/Recommendation Disc Golf Bridge Report
7. Discussion/Recommendation City Web Site
8. Discussion/Recommendation Assignment of Parks to Commissioners
9. Discussion/Recommendation Procedures for Renting Parks
10. Future Agenda Items
11. Next Meeting Date: (Tuesday, September 15, 2020, 6:30 PM)
12. Adjournment

Board of Park Commissioners Wednesday, July 21, 2020 City Hall, Council
Chambers Minutes

Call to Order Alderperson Mary Jo Fesenmier at 6:30 PM

Roll Call: Mary Jo Fesenmauer-Alderperson, Cindy Forster, Brian Olsen, David Quickel, Barbara Philipps, Peggy Schneider, Obdulia Alvarez, Mayor Charlene Klein all present, Meaghen Madden-VanDyke Absent.

Election of Park Board Chairmann: Cindy Forster nominated , vote 8 yes

Election of Secretary: David Quickel nominated Barbara Philipps, vote 8 yes

Packet was handed out to each Commissioner reviewing Park Rental Fees, and review of Ordinance governing Board of Park Commissioners

Request from American Legion for Sculpture of Poppies to be installed at Veteran's Memorial at west end of Library Park

Mary and Artist John Larkin spoke about proposed Poppy Sculpture made of Steel

Further discussion was tabled until next meeting in August. Motion was made by Philipps and Second by Quickel.

Future Agenda items: TAP Grant, Election of Vice President, Poppy Sculpture, Alderperson request to discuss disc golf bridge repair, City Web Site, Assignment of Parks to Commissioners, Discuss procedures for renting City Parks.

The Commissioners want to commend the City workers of Lake Geneva for their excellent work in maintaining the city parks. Just beautiful this yeat.

Adjourn: Motion by Philipps and seconded by Quickel to adjourn. The motion passed unanimously at 7:18 pm

Next meeting date tentative for Tuesday, August 18, 202 at 6;30 PM

City Parks

August 2020

September 2020

Su	Mo	Tu	We	Th	Fr	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

August 2020

Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 26	27	28	29	30	31	Aug 1
	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Sep 1	2	3	4	5

						SB: Art in the Park-4 Poles
						SB: Art in the Park-4 Poles
		10:00am GoToWebinar - Partisan Primary Election Updates	4:30pm Adult Arraignments via Zoom	CANCELED FP: Concerts 8:00am Farmer's Market 8:00am LG Farmers		FP: Art in the Park (see att) 9:00am CANCELED LP: Library Book Sale
				8:00am Farmer's Market Holy Communion 8:00am LG Farmers Market (Horticultural)		
	6:00am	6:30pm GoToMeeting Invitation - Park Board - Virtual	CANCELED: Venetian Fest Jaycees (FP: SP: LP:) - Nancy Elder			
			4:00pm Pre-trials by phone	8:00am Farmer's Market Holy Communion 8:00am LG Farmers Market (Horticultural)		Maxwell Street (BID) -
						Maxwell Street (BID) -

September 2020

September 2020

Su	Mo	Tu	We	Th	Fr	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020

Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 30	31	Sep 1	2	3 8:00am Farmer's Market Holy Communion (See attached for 8:00am LG Farmers Market (Horticultural	4 8:00am Farmer's Market Holy Communion 8:00am LG Farmers Market (Horticultural	5
6	7	8	9	10 Clerk Training 8:00am Farmer's Market Holy Communion 8:00am LG Farmers Market (Horticultural	11 Clerk Training 3:00am SP: Elizabeth & Mack Rehearsal Dinner (See attached for details) - Nancy	12
13	14	15	16	17 8:00am Farmer's Market Holy Communion 8:00am LG Farmers Market (Horticultural 4:30pm Juvenile Court	18	19 7:00am LP: Alzheimer's Walk (Library Park (see attached Event Permit for Details)) - Nancy Elder
20	21	22	23	24 8:00am Farmer's Market Holy Communion (See attached for 8:00am LG Farmers Market (Horticultural	25 8:00pm LP: GLAS Autumn Equinox Star Party (Library Park) - Nancy Elder	26
27	28	29	30	Oct 1	2	3

October 2020

October 2020							November 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28
							29	30					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 27	28	29	30	Oct 1 8:00am Farmer's Market Holy Communion ((See attached for 8:00am LG Farmers Market (Horticultural	2	3
4	5	6	7	8 8:00am Farmer's Market Holy Communion ((See attached for 8:00am LG Farmers Market (Horticultural	9	10
11	12	13	14	15 8:00am Farmer's Market Holy Communion ((See attached for 8:00am LG Farmers Market (Horticultural	16	17 FP: Grover/Gage Wedding (Flat Iron Park) - Nancy Elder
18	19	20	21	22 8:00am Farmer's Market Holy Communion ((See attached for 8:00am LG Farmers Market (Horticultural	23	24 8:00am YMCA 5K Fall Run/Walk (See Attached Permit) - Nancy Elder
25	26	27	28	29 8:00am Farmer's Market Holy Communion ((See attached for 8:00am LG Farmers Market (Horticultural	30	31

YMCA - August

SUN 26	MON 27	TUE 28	WED 29	THU 30	FRI 31	SAT Aug 1
	<ul style="list-style-type: none"> 9am Field Pre 4pm YMCA P 	<ul style="list-style-type: none"> 9am Field Pre 4pm YMCA P 5:30pm T-Ball 	<ul style="list-style-type: none"> 9am Field Pre 4pm YMCA P 10pm YMCA 	<ul style="list-style-type: none"> 9am Field Pre 4pm YMCA P 5:30pm T-Ball 	<ul style="list-style-type: none"> 9am Field Pre 6pm Men's Sc 	
2	<ul style="list-style-type: none"> 9am Field Pre 4pm YMCA P 	<ul style="list-style-type: none"> 9am Field Pre 4pm YMCA P 			<ul style="list-style-type: none"> 9am Field Pre 6pm Men's Sc 	8
9	<ul style="list-style-type: none"> 9am YMCA S 10am Kidz Yc 	<ul style="list-style-type: none"> 9am YMCA S 9am YMCA S 	<ul style="list-style-type: none"> 9am YMCA S 10am YMCA: 	<ul style="list-style-type: none"> 9am Field Pre 9am YMCA S 	<ul style="list-style-type: none"> 9am Field Pre 6pm Men's Sc 	15
16				<ul style="list-style-type: none"> 9am Field Pre 4pm YMCA P 	<ul style="list-style-type: none"> 9am Field Pre 6pm Men's Sc 	22
23					<ul style="list-style-type: none"> 6pm Men's Sc 	29
30	31	Sep 1	2	3	4	5

YMCA - SEPTEMBER

SUN 30	MON 31	TUE Sep 1	WED 2	THU 3	FRI 4	SAT 5
6	7	8	9	10	11	12 ● 7am WI Light ● 10am YMCA
13 ● 7am WI Light	14	15 ● 4:30pm YMC	16	17 ● 4:30pm YMC	18 YMCA Skeleton Softball Tourney: I 19 ● 10am YMCA	
20 YMCA Skeleton	21	22 ● 4:30pm YMC	23	24 ● 4:30pm YMC	25	26 ● 10am YMCA
27	28	29 ● 4:30pm YMC	30	Oct 1 ● 4:30pm YMC	2	3 ● 10am YMCA

YMCA - OCTOBER

SUN 27	MON 28	TUE 29	WED 30	THU Oct 1	FRI 2	SAT 3
		● 4:30pm YMC		● 4:30pm YMC		● 10am YMCA
4	5	● 4:30pm YMC	7	● 4:30pm YMC	9	● 10am YMCA
11	12	● 4:30pm YMC	14	● 4:30pm YMC	16	● 10am YMCA
18	19	● 4:30pm YMC	21	● 4:30pm YMC	23	24
25	26	27	28	29	30	31
						>

City of Lake Geneva- Event Permit Policy and Application



The purpose of this policy and event permit application is to guide organizations that are non-profit, not-for-profit, private, or for profit to plan and execute a successful event here in beautiful Lake Geneva. This policy and application will outline the requirements and possible fees associated with hosting an event in the City based on the estimated attendance.

For profit, private, non-profit and not-for profit groups will be able to plan their experience here in the City based on the following four tiers:

Public Assembly Permit – **Non-profit or Not-for-Profit (No Charge), For Profit \$60 per day*
(Meet one or more criteria) Single day event use of City of Lake Geneva facilities with NO street, parking or intersection closures, attendance under 500, NO serving of alcohol in public space.

Veteran's Park Sporting Event Tournament/Use: \$25 per day
Use of Baseball Diamonds and Soccer Fields within Veteran's Park only; does not include sporting equipment or use of the concession stand

Block Parties or use of Gazebo for 1 Hour Photo Ops: \$75.00
Small event limited to one street with 4 barricades in a neighborhood or gazebo in Flat Iron Park.

Tier 1 Events: **Non-profit or Not-for-Profit (No Charge), For Profit \$250 for an event up to seven days, additional \$50 per day thereafter*
(Meet one or more criteria) Rolling closure of streets, public walkway, limited parking stalls or intersection closures that do not impact public use, attendance of 501 to 3,000, four (4) hours or less of alcohol sales or serving, majority use of a city park(s), or other municipal facility.

Tier 2 Events: **Non-profit or Not-for-Profit (No Charge), For Profit \$500 for an event up to seven days, additional \$100 per day thereafter*
(Meets one or more criteria) Non-profit or not-for-profit organization offering multiple-day events, attendance of more than 3,001+, more than four (4) hours of alcohol sales or serving, and/or exclusive use of City park(s), street(s), limited parking stalls, or other municipal facility.

Note: Seminary Park (includes the use of the Shelter) and Flat Iron Park (includes the use of Brunk Pavilion) have 3 available picnic tables and 10 benches which you can select as part of your event permit. Any additional picnic tables, benches, or barricades needed should be directed to a rental company. This event permit does not apply to the rental or use of the Riviera Ballroom.

Event permit application fees are not refundable whether wholly or partially. Any group using any municipal facility, park or property will be required to place a credit card number on file with the City of Lake Geneva's Clerk Office for any incidentals. Any charges will be fully explained and outlined to the applicant prior to any charge.

City of Lake Geneva- Event Permit Policy and Application



All non-profits and not-for-profit groups will be required to provide a current tax form with EIN# to prove their organization's status.

All event dates are granted on a first come first served basis, although non-profit groups located within the City of Lake Geneva will be given preferential treatment when considered. For events that occur annually you will have the option to place a hold on future dates for no more than three years after the current event being applied for.

All applicants will be required to sign an indemnification agreement for organizations below a tier 1 and all tier 1 and tier 2 event applications will be required to include a copy of their Certificate of Liability insurance with this application.

Any non-profit or not-for-profit organization that is wishing to sell alcohol as part of their event with need to complete a Temporary Class "B"/ "Class B" Retailer's License and pay a separate application fee. This event permit application does not grant the right or privilege to any group to sell alcohol of any kind.

All events under a level tier 2 will only be considered by City Staff prior to approval. Tier 2 events will require approval of City Staff, the Finance, License, & Regulation Committee and the Common Council.



CITY OF LAKE GENEVA EVENT PERMIT APPLICATION

Please fill in all blanks completely, as incomplete applications will be rejected.
Applications must be submitted
AT LEAST 4 WEEKS prior to the proposed event date for approval.

Section I- APPLICANT INFORMATION

Name of Applicant: _____

Name of Event Organizer/Producer: _____

Production Company/Organization: _____ FEIN #: _____

Street Address: _____

City: _____ State: _____ Zip code: _____

E-mail Address: _____

Daytime Phone: _____ Cell Phone: _____

Are you a For-Profit OR Non-Profit Organization 501(c) _____

EIN # (Tax Exempt Number): _____

*All non-profits must present a copy of their current Tax ID- EIN#

Section II- EVENT INFORMATION- Check the proper category

- Public Assembly Permit- **Non-Profit: No Charge; For-Profit: \$60.00 per day Fee***
(Meet one or more criteria) Single day event use of City of Lake Geneva facilities with NO street, parking or intersection closures, attendance under 500, NO serving of alcohol in public space.
- Block Parties or use of Gazebo for 1 Hour Photo Ops: ** Non-profit: No Charge; For-Profit: \$75.00 Fee***
Small event limited to one street with 4 barricades in a neighborhood or gazebo in Flat Iron Park.
- Veteran’s Park Sporting Event Tournament/ Use: *\$25.00 per day Fee***
Use of the Baseball Diamonds and Soccer Fields within Veteran’s Park only; does not include any sporting equipment, striping or painting of fields, or use of the concession stand
- Tier 1 Events: **Non-Profit: No Charge; For-Profit: \$250.00 Fee for an event up to seven days; additional \$50.00 per day thereafter***
(Meet one or more criteria) Rolling closure of streets, public walkway, limited parking stalls or intersection closures that do not impact public use, attendance of 501 to 3,000, four (4) hours or less of alcohol sales or serving, majority use of a city park(s), or other municipal facility.
- Tier 2 Events: **Non-Profit: No Charge; For-Profit: \$500.00 Fee for an event up to seven days; additional \$100.00 per day thereafter***
(Meets one or more criteria) Non-profit or not-for-profit organization offering multiple-day events, attendance of more than 3,000+, more than four (4) hours of alcohol sales or serving, and/or exclusive use of City park(s), street(s), limited parking stalls, or other municipal facility.

Note: Seminary (includes the use of the Shelter) and Flat Iron Park (includes the use of Brunk Pavilion) have 3 available picnic tables and 10 benches which you can select as part of your event permit. Any additional picnic tables, benches, or barricades needed should be directed to a rental company.

1. Title of Event: _____

2. Date(s) of Event: _____

3. Location(s) of Event: _____

4. Hours: _____

Note: Start Time & End Time

5. Event Chair/Contact Person: _____ Phone: _____

6. Day of Event Contact Name: _____ Phone: _____

7. Is the event open to the public? Yes No

8. Will you charge an admission fee? Yes No

9. Estimated Attendance Number: _____

10. Basis for estimate: _____

11. Will you be setting up a tent? Yes No

If yes, list the location, size, Rental Company, and proof of completion of locates.

12. Will there be any animals? Yes No

If yes, what type and how many: _____

13. Attach a detailed description of proposed event with map of the exact location of the event and/or route.

14. Description of plan for handling refuse collection and after-event clean-up:

15. Description of plan for providing event security (if applicable):

16. Will there be fireworks or pyrotechnics at your event? Yes No

If yes, please attach a fireworks display permit or application.

17. Will your event include the sale of beer and/or wine? Yes No

If yes, please attach a completed Temporary Alcohol License & Temporary Operator License Application.

18. Will you or any other vendors be selling food or merchandise? Yes No

If yes, please attach list of proposed vendors, including business name and type of food/merchandise sold.

19. Do you intend to use the available picnic tables and benches in the location? Yes No

Continue to next page...

Section III- STREET USE

Check if this section does not apply

Required for any event using a public street. Per Sec. 62-243 of the municipal code, this application must include the following attachments:

Certificate of Comprehensive General Liability Insurance with the City, its employees and agents as additional insured with coverage for contractual liability with minimum limits of \$500,000 per occurrence for bodily injury and property damage limits of \$250,000 per occurrence.

Petition signed by more than half of the residential dwelling units and/or commercial units residing along that portion of the street designated for the proposed use or whose property is denied access by virtue of the granting of the permit.

1. Description of portion(s) of road(s) to be used:

Road closures must include rental of barricades; must be coordinated with the City of Lake Geneva Department of Public Works

2. Will any parking stalls be used or blocked during the event?

Yes No

Parking Stall daily fees or bagging of Parking Stall fees are not included with the event permit fee; arrangements must be made with the City of Lake Geneva Parking Manager

Dates of Use: _____

Total Number of Parking Stalls being Requested: _____

Parking Stall Number(s) and Location: _____

3. Description of Signage to be used during event: _____

**The use of City Street Banner poles will require a separate, complete Street Banner Display Application*

4. Anticipated Services

Please indicate below any additional services you are requesting for your event. Estimated Fees or Deposits for these services may be required prior to issuance of permit(s)

Electricity; Explain: _____

Water; Explain: _____

Traffic Control; Explain: _____

Police Services; Explain: _____

Fire/EMS Services; Explain: _____

Other; Explain: _____

***Please note:** The City of Lake Geneva, the Police Department and/or Fire Department have the right to cancel an event due to inclement weather or any safety risk.

***All Parks and Public Spaces must be left the way they were originally found. A credit card is required to be placed on file with the City Clerk's office should the park or public space incur any damage or has not been cleaned up. Any charges will be communicated to the card holder prior to credit card processing.**

Name on Card: _____

Credit Card #: _____

Expiration Date: ____/____ **CVV#:** _____

Billing Address: _____

City, State, Zip Code: _____

The applicant for her/himself and for other persons, organizations, firms and corporations, if any listed in this application, being of sound mind and body, do hereby freely, voluntarily and knowingly, now and for all times, fully save and hold harmless and defend, the CITY OF LAKE GENEVA, a Wisconsin Municipal Corporation located in the Walworth County, and each and every of its elected and appointed officials, employees, representatives, agents, heirs, and assigns, jointly and severally from and against any and all claims, causes of action, actions, liabilities, demands, losses, damages, and/or expenses of whatsoever kind and nature including counsel or attorneys' fees, which I have or may, at any time, incur or sustain arising from, resulting from, incurred in consequence of, or pertaining to, any and all intentional and negligent acts, omissions, incidents, activities and transactions, of whatever kind and nature, direct or indirect, of mine own and those of or by the CITY OF LAKE GENEVA, and each and every of its elected and appointed officials, employees, representatives, and agents, regardless of when or where, occurring or arising from this event.

Applicant Signature: _____ **Date:** _____

For Office Use Only

Date Filed with Clerk: _____ **Payment Amount: \$** _____

Receipt #: _____

City Clerk/Administrator Signature: _____ Date: _____

Approve Denied Notes: _____

Police Chief Signature: _____ Date: _____

Approve Denied Notes: _____

Fire Chief Signature: _____ Date: _____

Approve Denied Notes: _____

DPW Signature: _____ Date: _____

Approve Denied Notes: _____

Parking Signature: _____ Date: _____

Approve Denied Notes: _____

Harbormaster Signature: _____ Date: _____

Approve Denied Notes: _____

Tier I & Tier II Events Only:

FLR Meeting Date: _____

Council Meeting Date: _____



City of Lake Geneva Veterans Park Field Rental Agreement

SECTION 1: DEFINITIONS

A. Recreation Programmer: The Recreation Programmer, or an authorized representative, is present during the use of the facility or grounds and has access to facilities and grounds at all times and is responsible for locking and unlocking.

B. Lease: As used herein means the written Rental Agreement issued to an applicant by the City of Lake Geneva or its authorized representative for use of Veterans Park or any portion thereof under the authority and conditions as herein provided, including any amendment or supplement to such an agreement.

C. Lessee: As used herein includes any person, association, public organization, partnership, company or corporation that is granted a contract to use any part of Veterans Park in accordance with these regulations. Person responsible must be an adult (age 21).

SECTION 2: RIGHT TO ALTER REGULATIONS AND RENTAL RATES

The City of Lake Geneva reserves the right to change, alter, amend or cancel any or all of the regulations and rental rates contained herein at any time. The City of Lake Geneva also reserves the right to cancel any reservation for the use of Veterans Park due to local, state or federal emergency needs. A full refund will be given in this event. Lessee may not use the facility for any other than the stated purpose. Failure to comply can cause cancellation of the event.

SECTION 3: AUTHORITY

Violations of these regulations and rental rates or any portion thereof may result in cancellation of use of facility which may impact future use of facility. The City of Lake Geneva, hereinafter referred to as "The City," shall have full responsibility for the operation of Veterans Park. The City shall be authorized to enter into agreements subject to Sec. 2 (above). The right is reserved by the manager or other duly authorized representative of the City of Lake Geneva to enter Veterans Park and all parts thereof at all times.

SECTION 4: RENTALS AND RENTAL AGREEMENT

A. All rentals of Veterans Park facilities will require a signed rental agreement between the Lessee and the City of Lake Geneva through its duly authorized representatives. No verbal agreements for the use of Veterans Park will be valid.

B. A reservation for Veterans Park will be considered confirmed only upon the receipt in the City of Lake Geneva Clerk's office of a signed rental agreement accompanied by the prescribed required permit fee.

C. Reservations for an event can be made no more than one (1) year in advance.

SECTION 5: RESERVATION INFORMATION

A. The City of Lake Geneva does not require a lump sum security deposit; however, a valid credit card associated with either the lessee organization or lessee themselves must be given on the attached application prior to a tournament or event will be confirmed as scheduled. The City of Lake Geneva Department of Public Works will have the sole responsibility to determine if the field and park area was left in an appropriate manner. Credit card holders will be notified in the event a charge will be made due to poor clean up or vandalism.

B. NO ONE IS ALLOWED TO RENT OR RESERVE FIELDS FOR SOMEONE ELSE. IF YOU ARE CAUGHT DOING THIS, YOU WILL LOSE ANY PERMIT FEE AND PERMANENT USE OF THE FIELDS AND FACILITIES.

SECTION 6: RENTAL HOURS

A. Games may begin at 8:00 am, with staff and Lessee preparations beginning no earlier than 7:00 am.

B. There is an 11:00 p.m. curfew on all City-owned ball fields and parks. Any game in process must be called at 11:00 pm. It must not be continued for any reason. The lights must be turned off no later than 11:20 p.m. (This is to allow participants and spectators time to leave the park and allow Lessee time to clean up).

C. Lessee is responsible to be on site at all times during rental hours. If Lessee cannot be there, a designee should be appointed, and their name(s) should be turned into the City of Lake Geneva upon returning the lease agreement and paying all rental fees.

D. Fields used for league play will be on a limited basis and must be approved by the Lake Geneva City Clerk or designee.

SECTION 7: CITY OF LAKE GENEVA RENTAL RATES

Please see the attached map of Veteran's Park to determine field use and reservation.

The City of Lake Geneva shall set the Park Reservation fees by resolution of the Common Council and may be subject to change.

BASEBALL FIELD USE:

Fields 1B-4B & Moiltor Field are available for practice use for a four-hour interval (8:00 a.m. to Noon, Noon to 4:00 p.m., and 4:00 p.m. to 8:00 p.m.)

Fields 1B & 2B for a one four-hour time block: \$25

Fields 3B & 4B for a one four-hour time block: \$50

Molitor Field for the duration of a one four-hour time block: \$100

Reservations of all five fields (fields 1B-4B & Molitor Field) will be given a 15% discount.

City of Lake Geneva Residents will be given a 15% discount for Veteran's Park Use with proof of residency; proof of residency shall be a current Utility Bill that must be in the lessee's name.

Fields 1B-4B and Molitor Field are available for all day tournament use; this shall include the use of the electronic scoreboard.

Fields 1B & 2B: \$300 per day, per field

Field 3B & 4B: \$400 per day, per field ***this includes field lighting***

Molitor Field: \$500 per day ***this includes field lighting***

SOCCER FIELD/OPEN FIELD USE:

Fields 1A-4A available for practice use for a four-hour interval (8:00 a.m. to Noon, Noon to 4:00 p.m., and 4:00 p.m. to 8:00 p.m.)

Fields 1A-4A for a one four-hour time block: \$25

City of Lake Geneva Residents will be given a 15% discount for Veteran's Park Use with proof of residency; proof of residency shall be a current Utility Bill that must be in the lessee's name

Fields 1A-3A are available for all day tournament use

Fields 1A-3A: \$300 per day, per field

****Note: Fields 1A-3A do not have lighting or scoreboards****

Additional Fees/Terms for any Tournament Use:

Tournaments with expected attendance of player/spectators over 300 people shall be required to obtain a 4-yard dumpster at a cost of \$200.

Tournaments with expected attendance of player/spectators over 300 people shall be required to obtain 1 portable restroom at the third party rate cost to be identified by the City; For every additional 100 participants a portable restroom is required.

Notification of expected portable restroom needs must be communicated to the Director of Public Works at least one week in advance of the tournament. The DPW Director will then notify lessee of associated costs.

Lessee must coordinate with the Director of Public Works for bleacher use and placement; bleachers are not available during the week of the Lake Geneva Venetian Festival.

The City of Lake Geneva will not be responsible for supplying any game officials or equipment. This shall be the sole responsibility of the lessee.

SECTION 8: CLEANING REQUIREMENTS

Lessee must clean up any and all trash placed anywhere other than within the dumpster or onsite trash containers and remove any equipment within the contract lease period; otherwise, additional fees may be charged. Lessee is responsible for cleanup of the facility similar to pre-event condition. If it is discovered that the facility is in disarray, an additional \$200 per hour clean up charge will be applied to the credit card on file.

Lessee or event coordinators shall be responsible for maintaining the cleanliness and order of the facility restrooms. The City of Lake Geneva shall supply toilet paper, paper towels, and garbage bags. The lessee or event coordinator shall call the City of Lake Geneva Police Dispatch Center with any extensive maintenance issues at 262-248-4455.

SECTION 9: SETUPS

A. Event Coordinators will need to work with a representative of the Lake Geneva YMCA staff to unlock and lock facilities before and after event. The Lake Geneva YMCA representative will also need to be notified of any field lighting needs.

B. Fields will be prepared and chalked prior to the event. Lessee can request the Lake Geneva YMCA to maintain the fields in between games. Lessee should request assistance from the Lake Geneva YMCA on field maintenance at the time the rental agreement is executed.

SECTION 10: LIABILITY FOR LESSEE'S PROPERTY

Neither the City of Lake Geneva, the Lake Geneva YMCA, nor its employees shall be liable for any lost, damaged or injury to property of any kind that is shipped or otherwise delivered to or stored in or on the premises. Property shall not be received until Lessee has made proper arrangements for receiving, handling and storage of such materials with the Lake Geneva YMCA management.

SECTION 11: OBSERVANCE OF LAWS AND REGULATIONS

Lessee shall comply with all city, county, state and federal laws, and with regulations pertaining to Veterans Park. Violations by Lessee or its agents or employees may result in cancellation of the lease and/or discontinuation of use of the facility with forfeiture of fees and deposit.

PLEASE ADHERE TO THE FOLLOWING GUIDELINES:

1. DO NOT PLAY ON THE FIELD IF IT IS WET OR MUDDY.
2. REPAIR ANY DAMAGED AREAS AFTER YOUR PLAY HAS ENDED.
3. PARKING ON ANY GRASS AREA IS STRICTLY PROHIBITED
4. DO NOT ADD ANY DRYING AGENTS OR UNAUTHORIZED MATERIALS TO THE FIELD FOR ANY REASON.
5. CLEAN UP ANY LITTER LEFT BY PARTICIPANTS AND SPECTATORS, AND TAKE WITH

YOU.

6. PROFANITY OF ANY FORM, WHETHER ON T-SHIRTS, OR SPOKEN WILL NOT BE ALLOWED IN THE PARK.

7. NO GAMBLING OF ANY FORM IS ALLOWED. VIOLATORS WILL BE PROSECUTED. RENTERS WILL LOSE THEIR DEPOSIT IF ALLOWED.

8. NO PETS ALLOWED IN THE PARK

9. NO ALCOHOL OR COMSUMPTION OF ALCOHOL IS PERMITTED

SECTION 12: OBJECTIONABLE CONDUCT

Any person at Veterans Park whose conduct is disorderly or disruptive in one or more of the following respects, may be ejected from the premises by the City of Lake Geneva or Lake Geneva YMCA staff on duty or any police officer:

- a. Intoxication;
- b. Use of abusive, indecent, profane or vulgar language;
- c. Making offensive gestures or displays;
- d. Abusing or threatening another person in an obviously offensive manner or fighting with another person;
- e. Making unreasonably loud noise;
- d. Vandalism.

Lessee, for the event at which any such ejection occurs, shall hold harmless, indemnify and defend the City, its officers, agents and employees against any claim related to any such ejection. Alcoholic beverages of any type are not permitted in the park under any circumstances, per the City of Lake Geneva Ordinance. Lessee is responsible for the actions of the participants and spectators as it pertains to the presence of alcohol. Lessee is to ask violators to leave the park immediately and call for police assistance to enforce the City Ordinance or violations of any rules listed on this form. Failure to report violators will result in potential fine of Lessee and bar Lessee's right to reserve any field in the future. (It is suggested that a gate attendant be present at all times to discourage attendants from bringing alcoholic beverages into the park and to report any violators to Lessee and the Lake Geneva Police Department.) The Lake Geneva Police Department will be notified of the date and time that Lessee will be utilizing the facility. The City of Lake Geneva will press charges against ordinance violators, that the police arrest for drinking and any other violation(s) in the park. Uniformed and non-uniformed police officers may be patrolling inside the park during Lessee's rental times. The Lake Geneva YMCA staff will also be making site inspections to the rented facility to check on any renter agreement violations.

SECTION 13: ABANDONED EQUIPMENT OR ARTICLES

The City of Lake Geneva or the Lake Geneva YMCA shall not be held responsible for property left on the premises. Said articles shall remain on the Veterans Park premises for seven (7) days and then shall be deemed abandoned by Lessee and may be disposed of by the City of Lake Geneva. The City assumes no responsibility for losses when such losses are caused by theft or

disappearance. Property left on the premises that must be stored may result in the loss of deposit.

SECTION 14: SOLICITATIONS

No Lessee shall solicit or collect donations at Veterans Park without the approval of the City of Lake Geneva.

SECTION 15: FOOD AND BEVERAGE SERVICE

A. No alcoholic beverage will be allowed in Veterans Park. Police fines may be imposed for non-compliance, as well as possible discontinuation of the event.

B. The City of Lake Geneva will not allow food and beverage to be sold at Veterans Park. The City of Lake Geneva has a vendor contracted to run the Veterans Park concession stand.

SECTION 16: SALE OF TOURNAMENT SOUVENIRS AND NOVELTIES

A. Lessee may NOT solicit or sell t-shirts, ball caps and other souvenirs to its participants and spectators, unless the lessee is a qualified group and obtains a permit to do so from the City of Lake Geneva.

ABSOLUTELY NO SMOKING IS PERMITTED IN VETERANS PARK.

PLEASE NOTIFY GUESTS OF THIS REGULATION.



**City of Lake Geneva
Veterans Park Field Rental Agreement**

Rental Date: _____ **Time In:** _____ **am/pm Time**

Out: _____ **am/pm**

Number attending: _____

Type of Activity: _____

Lessee: _____

Business Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Home Phone: _____ **Work Phone:** _____

Cell phone: _____

Baseball Field Use Fees (please check all that apply):

PRACTICES ONLY:

Field 1B 8:00 a.m.- Noon- \$25 Noon- 4:00 p.m.- \$25 4:00 p.m.- 8:00 p.m.- \$25

Field 2B 8:00 a.m.- Noon- \$25 Noon- 4:00 p.m.- \$25 4:00 p.m.- 8:00 p.m.- \$25

Field 3B 8:00 a.m.- Noon- \$50 Noon- 4:00 p.m.- \$50 4:00 p.m.- 8:00 p.m.- \$50

Field 4B 8:00 a.m.- Noon- \$50 Noon- 4:00 p.m.- \$50 4:00 p.m.- 8:00 p.m.- \$50

Molitor 8:00 a.m.- Noon- \$100 Noon- 4:00 p.m.- \$100 4:00 p.m.- 8:00 p.m.- \$100

TOURNAMENTS:

Field 1B \$300 per day

Field 2B \$300 per day

Field 3B \$400 per day *includes field lighting*

Field 4B \$400 per day *includes field lighting*

Molitor \$500 per day *includes field lighting*

15% discount for booking of all five fields

City of Lake Geneva Resident? Yes No *must provide current utility bill*

Soccer Field/Open Field Use Fees (please check all that apply):

PRACTICES ONLY:

Field 1A 8:00 a.m.- Noon- \$25 Noon- 4:00 p.m.- \$25 4:00 p.m.- 8:00 p.m.- \$25

Field 2A 8:00 a.m.- Noon- \$25 Noon- 4:00 p.m.- \$25 4:00 p.m.- 8:00 p.m.- \$25

Field 3A 8:00 a.m.- Noon- \$25 Noon- 4:00 p.m.- \$25 4:00 p.m.- 8:00 p.m.- \$25

Field 4A 8:00 a.m.- Noon- \$25 Noon- 4:00 p.m.- \$25 4:00 p.m.- 8:00 p.m.- \$25

TOURNAMENTS:

Expected

Field 1A \$300 per day

Field 2A \$300 per day

Field 3A \$300 per day

15% discount for booking of all three fields

City of Lake Geneva Resident? Yes No *must provide current utility bill*

Tournament Additional Fees:

4-yard dumpster for tournament of 300 or more players/spectators \$200

Tournaments with expected attendance of player/spectators over 300 people shall be required to obtain 1 portable restroom at the third party rate cost to be identified by the City; For every additional 100 participants a portable restroom is required

Name on Card: _____

Credit Card #: _____

Expiration Date: ____/____/____ CVV#: _____

Billing Address: _____

City, State, Zip Code: _____

Card Holder Signature: _____ Date: _____

\$ _____ total due Receipt# _____ Date _____

In order for the Lake Geneva YMCA to hold your reservation, payment and this form must be received at least fourteen (14) calendar days prior to the event. Failure to do so will result in loss of reservation. Rental fees must be paid in full fourteen (14) calendar days prior to the event.

I agree to abide by the policies and rules of the City of Lake Geneva. I understand that I am responsible for any damage to City property that may occur during my usage. I understand I should report any problems to the City of Lake Geneva.

WARNING: RELEASE OF CLAIMS AND WAIVER OF RIGHTS, READ CAREFULLY BEFORE SIGNING

A. Covenant Not to Sue. Lessee shall never institute any action or suit at law or in equity against the Lake Geneva YMCA or the City of Lake Geneva, individually or in its capacity as Recreation Programmer, its officers, directors, insurers, employees, agents, or assigns, and shall not prosecute or in any way aid in the institution or prosecution of any claim, demand, action, or cause of action for damages, costs, loss of services, property damage, expenses or compensation, attorney fees, or litigation costs for or on account of any damage, loss, or injury, either to person or property, or both, resulting or to result, known or unknown, past, present, or future, arising out of Lessee's use of Veterans Park in the City of Lake Geneva, Walworth County, Wisconsin.

B. Indemnification and Hold Harmless Agreement. Lessee shall indemnify and hold the Lake Geneva YMCA and City of Lake Geneva, individually and in its capacity as Recreation Programmer, its officers, directors, insurers, employees, agents, or assigns, harmless and defend them, and each of them, from and against any and all claims, actions, damages, liability, losses, expenses, attorney fees, litigation costs, or liens, arising out of any negligent act or omission by or on behalf of the Lake Geneva YMCA or City of Lake Geneva, and further arising out of any occurrence causing injury or damage to any persons or property, or resulting from or caused by any negligent acts or omissions of the Lake Geneva YMCA or City of Lake Geneva or out of any negligent acts or omissions of Lessee, its agents and assigns, while exercising any of the rights and privileges granted by this Field Rental Agreement. Lessee agrees to pay all litigation costs and all actual attorney fees incurred by the Lake Geneva YMCA or City of Lake Geneva in connection therewith, and to pay any final judgment entered in an action to which this indemnification agreement applies.

Lessee Signature: _____ Date: _____

Authorized By: _____ Date: _____

