



**CEDARBURG PARKS AND RECREATION DEPARTMENT  
 PARKS AND FACILITY RESERVATION AGREEMENT  
 W63 N645 Washington Ave  
 P O Box 49  
 Cedarburg WI 53012  
 Phone (262) 375-7611 Fax (262) 375-1028**

**Applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone: Home:** \_\_\_\_\_ **Work:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_ **# of participants anticipated:** \_\_\_\_\_

PARK	AREA	DAY	DATE (S)	TIME: From - To
<ul style="list-style-type: none"> <li>▪ <b>Beer Sales?</b> No _____ Yes _____</li> <li>▪ <b>Amplification?</b> No _____ Yes _____</li> <li>▪ <b>Tents?</b> No _____ Yes _____</li> <li>▪ <b>Mechanical Rides?</b> No _____ Yes _____</li> <li>▪ <b>Fireworks?</b> No _____ Yes _____</li> <li>▪ <b>Special Event?</b> No _____ Yes _____</li> <li>▪ <b>Bounce Houses</b> No _____ Yes _____</li> </ul>				<p><i>If yes, contact City Clerk for liquor license</i></p> <p><i>Allowed at Cedar Creek Park, Boy Scout Park and Community Pool only. Need permit from Police Department.</i></p> <p><i>If yes, Size _____ Number _____</i></p> <p><i>To confirm tents contact Recreation Director</i></p> <p><i>If yes, contact Clerks Office for permit</i></p> <p><i>If yes, contact Clerks Office for permit</i></p> <p><i>Excess of 250 people, contact Parks and Recreation Director for additional information.</i></p> <p><i>If yes, contact Recreation Director, need Certificate of Liability Insurance</i></p>

The undersigned accepts full responsibility for the conduct of the above group while on park property and agrees to indemnify and save harmless the City of Cedarburg from any and all liability which might be occasioned to said City by virtue of granting permission in this agreement. I further agree to exercise due care in the preservation of the premises. I further agree that I will ensure compliance with all rules, regulations or ordinances applicable to the use of City of Cedarburg parks and facilities.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
 (Applicant must be 18 years of age or older)

**FOR OFFICE USE ONLY**

**Fee:** \_\_\_\_\_

**Insurance Required:** No \_\_\_\_\_ Yes \_\_\_\_\_

**Department Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

(White copy – applicant) (Yellow copy – office) (Pink copy – Parks crew) (Gold copy – Police Department)  
**SIGN & RETURN ALL 4 COPIES TO THE PARKS & RECREATION DEPARTMENT**

**CEDARBURG PARKS AND RECREATION DEPARTMENT  
PARKS AND FACILITY RESERVATION POLICIES AND PROCEDURES**

**RESERVATIONS**

Anyone desiring use of a specific park area for their particular group or anyone who wants to bring beer, wine or wine coolers under 6% alcohol by volume (no hard liquor allowed) into a public park must apply for and obtain a Park Reservation Permit. Applications are accepted starting on the first work day of the year following New Year's Day. Park facilities are reserved on a first-requested, first-reserved basis. Applications for exclusive use of the entire park must be filed at least thirty (30) working days prior to the date of use. Applications for the use of a park shelter or a portion of a park must be filed at least three (3) working days prior to the date of use. The adult signing the reservation form is the duly authorized representative for any and all damages, missing items and clean up. The user is required to clean up the shelter or picnic area after use.

**FEES AND RESIDENCY**

Fees are based on residency. A resident is defined as any person residing or organization located within the corporate limits of the City of Cedarburg. Individuals and/or organizations within the Town of Cedarburg or Cedarburg School District, but not within the corporate city limits, are considered non-residents and pay non-resident rates.

**PARK HOURS**

Except for authorized events, all City parks shall be closed from 11:00 p.m. to 5:00 a.m. "All Children's Playground" in Centennial Park shall be closed from 10:00 p.m. to 5:00 a.m.

**MOTORIZED VEHICLES**

Motor vehicles are restricted to the roads, drives and parking areas. Vehicles are allowed to drop off people and picnic supplies at Cedar Creek Park shelter; **however, all vehicles must be parked on Portland Road. Violators will be ticketed.** No person shall operate any off-the-road vehicle, motorcycle, snowmobile, trail bike, all-terrain vehicle, truck or other motorized vehicle in any park, playground, or public area.

**ALCOHOL USE**

Glass beverage bottles are prohibited in parks. This park permit will allow a person to serve beer, wine or wine coolers under 6% alcohol by volume (no hard liquor allowed). If beer, wine, or wine coolers under 6% alcohol by volume are to be sold, a Temporary Class "B" license must be obtained from the City Clerk's Office.

**FIRES**

No person shall start, tend or maintain a fire except in personal grills or designated fireplaces. Personal grills shall be used only in designated picnic areas. The use of personal grills is permitted provided lawns and vegetation are not endangered.

**BOUNCE HOUSES**

Permission to have Bounce Houses must be obtained from the Recreation Director. A \$1,000,000 Certificate of Liability Insurance will be required, naming the City of Cedarburg as an additional insured.

**PETS**

Pets, including animals of any species, are prohibited in all City parks except by permit issued by the Cedarburg Parks and Recreation Department.

**CANCELLATIONS – REFUND POLICY**

A refund can be made to applicants requesting such a refund when the event was cancelled due to rain-out or if the park reservation is cancelled by the applicant giving at least 24 hours notice (including a full 8-hour work day) prior to the date reserved to the Parks and Recreation Department. All refunds are subject to an administrative processing fee.

**PHONE NUMBERS: For emergency – Police, Fire and Ambulance call 911  
Non-emergency – Police call (262)375-7620**