



• 210 Commercial St., • P.O. Box 189 Brooklyn, Wisconsin 53521-0189
(608) 455-4201 • Fax: (608) 455-1385 [E-mail: clerk@brooklynwi.gov](mailto:clerk@brooklynwi.gov)

PARK SHELTER RESERVATION POLICY

**Park shelter, ball diamond and concession stand
Reservations are granted with the conditions listed below.**

- 1) The person in charge of the event must complete an application form, and return it to the Village Clerk's office with the \$25 park shelter rental fee when the reservation is made. A reservation card will be provided and Lessee shall place the card in the shelter or be in the possession of the user on the day of the event. A separate \$50 fee is charged if there is a request to unchain the picnic tables so that they can be repositioned in the park. A refund of \$25 will be issued to the Lessee if the tables are returned to the park shelter as found.
- 2) All reservation privileges terminate at 9:00 p.m. and the park area must be vacated by 10:00 p.m. Privileges beyond 10:00 p.m. must have special Village Board approval.
- 3) All members of the group will assist in preventing damage to trees, shrubs, park buildings and facilities. The individual whose name appears on this permit is responsible for the conduct of persons covered by this permit.
- 4) Alcoholic or malt beverages may be consumed only by persons of legal drinking age unless in the company of their parents.
- 5) Notification shall be provided to the Village Clerk's office immediately if reservation is to be cancelled.
- 6) All reserved facilities are equipped with a limited number of trash and recycling containers. We encourage you to arrange for additional trash containers if necessary. Use of "glass" beverage bottles is NOT ALLOWED.
- 7) Lessee is responsible for trash pick-up and separating of trash and recyclable materials.

GENERAL INFORMATION:

- 1) Exclusive use of ball diamond, concession stand, restrooms, tennis courts and play apparatus is not included with a shelter reservation. If you wish to reserve the ball diamond or concession stand, contact the Village Clerk's Office.
- 2) Please notify the Village Clerk's Office immediately if you intend to operate any public address system, concession, or sell anything in conjunction with your picnic or special event. Special licenses may be required.
- 3) The Village cannot guarantee absolute privacy to any group.