



Parks & Recreation Department  
 1520 17<sup>th</sup> Street, Two Rivers, WI 54241  
 phone 920-793-5592 fax 920-793-5529

Day of the Week: \_\_\_\_\_ Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**CIRCLE SHELTER REQUESTED:**

**Tier One:** Vet's Vietnam Central Park Walsh Riverside  
**Tier Two:** Neshotah Park Neshotah Beach Neshotah Jaycee Neshotah Horseshoe  
 Washington Zander

**PLEASE PRINT CLEARLY**

Name of Group \_\_\_\_\_ Person in charge \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Day phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Type of event: \_\_\_\_\_ **How many people will attend?** \_\_\_\_\_

Serving alcohol?  Yes  No (You are responsible for determining whether or not your group needs a Class B permit, which is available through City Hall). Glass beverage containers are not permitted in public parks. Ordinance 7-1-10.

Will you have amplified sound?  Yes  No If yes, what type? \_\_\_\_\_

List hours that you will have amplified sound: starting \_\_\_\_\_ ending \_\_\_\_\_

Fee Description	Resident	Nonresident
Shelter Per Day (Tier 1 ~ Tier 2)	\$40 ~ \$50	\$50 ~ \$60
Ball diamond (per hour)	# hrs @\$5.50=	# hrs @\$11=
Field lights (per hour)	# hrs @\$8.00=	# hrs @\$12=
P.A. rental(requires \$100 refundable deposit)	\$25	\$50
Extra picnic tables	#@\$10=	#@\$10=
Tax (5%)		
Total Due		
\$100 Deposit Date Paid		
<b>CIRCLE PAYMENT TYPE:</b>	<b>CASH</b>	<b>CHECK</b>
		<b>CHARGE</b>

**IMPORTANT:** I understand that the issuance of this Park Shelter Reservation is subject to the accuracy of the information supplied on this form, and the adherence to all City of Two Rivers ordinances, policies, and regulations of the Parks & Recreation Department and that the City of Two Rivers retains the right to revoke this permit anytime prior to or during this event. **I also understand the conditions of this rental application and agree to pay for any damage arising from use of this City facility. It is further understood and agreed that each group or individual is responsible for cleaning the shelter and surrounding area, with debris put in garbage cans and facilities and grounds left without damage. Renter will be responsible for cleanup costs (\$35 per hour) over the amount of the rental fee in the event user fails to clean up properly. If there are 100 or more people in attendance at this event, I agree to provide and pay for the delivery and hauling away of a dumpster for refuse OR I agree to haul away the refuse myself. I agree to call Digger's Hotline prior to pounding stakes for tents or any other temporary structure. All regular park shelters rentals will be refunded in full if reservation is cancelled more than 10 calendar days in advance. Cancellations within 10 calendar days will require the Parks and Recreation Department to retain a \$10 processing fee, with the balance being refunded. No refunds after the event date.** My signature constitutes my agreement with these stipulations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Park & Recreation Director's Signature

\_\_\_\_\_  
Date

ASSISTANCE: There is a park host on duty Sat. & Sun., 10 AM - 2 PM, cell phone: **323-2670**. If you cannot reach the park host and need immediate assistance, call non-emergency dispatch, 686-7200. To comment on park conditions or to make additional shelter reservations, call the Rec Dept. during regular business hours (M-F, 8-4:30) at 793-5592.

FACILITIES: Rental of the park shelter does not include exclusive use of any adjacent recreational area or equipment, i.e. tennis or volleyball courts, baseball diamond (unless specifically reserved & paid for), basketball area, horseshoe courts, playground equipment, or other shelters.

OUTLETS: More than one appliance plugged into a pair of outlets may trip circuit breakers.

## **City Ordinances Applying to Parks**

### General Parking Regulations

No person or persons shall do any of the following prohibited acts within the limits of any park in the City of Two Rivers:

(a) Operate an unlicensed or licensed motorized vehicle outside of areas specifically designated as parking areas or areas where the operation of such vehicles is specifically permitted.

(b) Operate a snowmobile except in designated areas.

(c) Allow a horse, dog, cat, or other domesticated animal to be on any part of City-owned property or park.

(d) Place or leave any rubbish, litter, garbage, refuse or debris of any nature within a park except within designated receptacles provided. No person or persons shall throw or deposit any type of debris or waste material on or along any park roadway or park area.

(e) Interfere with, break down, deface or remove, or cause to be interfered with, broken down, defaced or removed, any sign, guard, protection barrier, or barricade placed in any public park in the City. Neither shall they remove or damage any equipment. Any damage to park facilities will be considered vandalism.

### Glass Beverage Containers

Glass beverage containers are not permitted in public parks. Ordinance 7-1-10.

### Speed Limit in Park

No person shall operate a motor vehicle in any of the public parks at a speed greater than fifteen (15) miles per hour.

### Reckless Driving in Parks Prohibited

No person shall operate a motor vehicle in a reckless manner in any of the public parks in the City.

### Parking in Parks

No person shall park any motor vehicle in any park in the City except in designated parking areas nor shall any person allow any motor vehicle, trailer, or construction equipment to allow remain parked within any City park during park closing hours, except by permission of the City Manager or his designee. The penalty for violation of this is provided for in Section 8-1-6©.

### Park Closing

No person shall be within the Picnic Hill Park between 10 PM and 6 AM. No person shall be within any other City parks between 11 PM and 6 AM. This Section shall not apply to persons traveling directly through any park on a City street, and further provided the hours set forth in the Section may be adjusted by the City Council, City Manager, or his designee for special activities.

### Refreshment Stands in Public Parks Prohibited

It shall be unlawful for any person, without being previously authorized by the Parks & Recreation Director, to set up any refreshment or concession stand, or to sell any refreshments, balloons, toys, or any articles whatsoever in and upon any park, playground, recreation area, bathing beach, or athletic field owned or operated by the City of Two Rivers.

### Public Address Systems in Parks

It shall be unlawful for any person, without being previously authorized by the Parks & Recreation Director, to use any public address system or sound amplification devices in any public park.

### Radio-controlled Model Airplanes Prohibited in Parks

No person shall fly a radio-controlled model airplane in any park in the City of Two Rivers, except in areas specifically designated and posted for such purpose.