

**Village of Brandon  
115 N. Center Street  
P.O. Box 385 (mailing address)  
Brandon, WI 53919-0385  
(920) 346-5415**

## **SHELTER RENTAL GUIDELINES & PARK RULES**

### **SHELTER RENTAL GUIDELINES**

- 1. Requests for shelter reservations** are accepted at the village hall on a first-come, first-served basis beginning the first business day following January 1 of the given calendar year. Exception: ***Depot Park Shelter*** reservations are obtained through Brandon Meats - 117 S. Commercial Street, Brandon, WI 53919, (920) 346-2227. The months that the shelters are available are April – October, weather permitting.
- 2. To reserve a shelter**, call the Brandon Village Hall at (920) 346-5415 for availability. Reservations may be made over the phone or in person. Interested parties must file the necessary application and fees, including a security deposit, to guarantee a reservation.
- 3. Fees** for shelter use are as follows: \$15 for village residents, \$30 for non-residents, and \$35 for the Depot Park Shelter which includes the kitchen. In addition to the shelter fee, a security deposit of \$50 is required for individuals and \$100 for organizations. The security deposit will be returned after it is determined by village staff that the shelters and park equipment are cleaned up and placed back in its original condition. The shelter(s) must be cleaned within an hour after use. A resident is defined as any individual or business located within the corporate boundaries of the Village of Brandon.
- 4. Reservations are confirmed** by check payment only. Check payment must match the applicant's name on the park shelter application.
- 5. A key** is required for the Depot Park Shelter kitchen. Keys must be picked up at Brandon Meats between 7:00 a.m. and 3:00 p.m. for weekday rentals, or before 2:30 p.m. on Friday for weekend rentals. By the following day, keys must be returned either to Brandon Meats or placed in the Village Hall drop box.
- 6. Amplified music** (live bands, DJ's) requests must be submitted in writing to the Brandon Police Department, 115 N. Center Street, at least 30 days in advance. Information regarding music in the park is available from the police department – (920) 346-5555.
- 7. Smoking** is prohibited in enclosed Village buildings.

- 8. Unconditional refunds** will be allowed 30 days prior to a park usage date. Twenty percent (20%) of fees will be retained as an administrative charge. The administrative charge will not exceed \$10.00 for refunds meeting these criteria. For cancellations less than 30 days prior to a usage date, 50 percent (50%) of the permit fee will be retained as a service charge. Refunds will not be allowed on or after a usage date. A user deposit is required and will be refunded with the proper utilization of park facilities and return of key(s). Refund checks will be mailed in approximately 4 weeks.
- 9. Inclement weather/rain** will not be reason for a refund of a park reservation fee. If one must reschedule due to inclement weather conditions, the deposit will be refunded or applied to your new request.
- 10. When renting** a park facility, you are renting the shelter/pavilion only. The rest of the park facilities are open to the general public.
- 11. Picnic Tables, Chairs, and other Tables:** Any chairs, tables, and picnic tables that are moved must be returned to their original location. Please remove table cloths, tape, and all food from tables. DO NOT use nails or staples on tables. Do not cook or cut on **tables**.
- 12. Tents:** *Staked tents are only allowed in the parks with permission granted from the Director of Public Works who will help with the location of the tent.*
- 13. Set-up:** Set-up is not allowed prior to the time stated on the application. The Village of Brandon is not responsible for any supplies or equipment brought in prior to the time stated on the Agreement.
- 14. Nails, tacks, staples:** Scotch tape, duct tape, thumbtacks, screws, or similar fasteners are not to be used on any surfaces. Masking tape is allowed. Rice and confetti are prohibited.
- 15. Clean-up:** The park and associated facilities must be maintained and restored to the same condition as when entered. All supplies, equipment, tape, and decorations are to be removed by the time stated on the application. Turn off all lights and lock all windows and outside doors.
- 16. All trash must be placed** in the proper trash receptacles provided by the Village.
- 17. Any rental party sponsoring an event** which is expected to generate large quantities of refuse must provide adequate trash containers and shall be responsible for contracting refuse removal following an event. Clean up and removal of any refuse that results in additional cost to the Village will be billed to the sponsoring organization.
- 18. Exits** must be kept free of any obstructions.
- 19. The kitchen** is solely a warming kitchen and cannot be used for major meal preparation.

- 20. **Glass beverage containers** are prohibited. Please serve your beverage in non-glass containers.
- 21. **Restrooms** are open to the public. A reservation gives renters exclusive use of specified shelters only.
- 22. **Rental facilities** are outside park shelters. The Village will make every effort to prepare each park rental to a level of reasonable cleanliness expected for an outside facility. Beyond this, it is the responsibility of each renter to prepare the shelter to his or her level of expectation.
- 23. **Local law enforcement officers** are advised of the shelter/pavilion reservations and must be admitted while on patrol.
- 24. Picnickers will be responsible to pay for any and all damages that occur to the shelter during rental time.

**RESPONSIBILITY: The user group will be responsible for any and all damage to the Village's premises, equipment and property.** If, after an activity, additional maintenance is required (in excess of normal cleaning services/time), the user group will be charged accordingly. The user group will be held responsible for all actions, behavior and damages caused by his/her guest/attendees. The village has the right to revoke any permit(s) issued due to the group causing damage to the park, inappropriate behavior, not abiding by the rules & **regulations.**

**PUBLIC PLACE: Thank you for considering the use of a Village of Brandon park shelter for your event. The village staff is dedicated to helping you have an experience that meets your expectations in this natural setting. At the same time, it should be noted that the village parks are a public place. This means that a variety of other events — such as parties, family reunions, baseball/softball games, etc. — may be taking place nearby in the park at the time of your event. This is in keeping with the village's goal to make park areas available and accessible to the public. It means that having a reservation may not guarantee parking next to the facility being rented. During your event you may also be aware of the presence of others who are meeting nearby. The Village of Brandon is a beautiful area that has much to offer. We are glad you are making plans to enjoy it, and we appreciate your understanding.**

**USE AGREEMENT: I agree to abide by the rules governing the use of the Village of Brandon park facilities set forth above and agree to be responsible for any damages done to the park shelter(s) by my group as determined by the public works staff. The Village of Brandon maintains the right and authority to amend or cancel this permit at any time should the applicant fail to abide by conditions agreed to or if public safety and welfare so dictate. These documents represent department policy pertaining to day-to-day administration and management of public park grounds and facilities to ensure the enjoyment and safety of our visitors.**

Violation of any park rules & regulations is grounds for eviction and possible criminal charges. Anyone who is evicted is not entitled to a refund.

**Village of Brandon, Wisconsin**

\_\_\_\_\_  
Village of Brandon Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

**Village of Brandon**  
**115 N. Center Street, P.O. Box 385**  
**Brandon, WI 53919-0385**  
**Phone: (920) 346-5415 Fax: (920) 346-8217**  
**Email address: clerkofbrandon@centurytel.net**

**Village of Brandon Shelter and Park Use Application**

**Depot Park Shelter \_\_\_\_\_ Hydrant Shelter \_\_\_\_\_ North Shelter \_\_\_\_\_**

1. Name \_\_\_\_\_
2. Address \_\_\_\_\_
3. City, State, Zip Code \_\_\_\_\_
4. Phone \_\_\_\_\_
5. Email Address \_\_\_\_\_
6. Type of Event \_\_\_\_\_
7. Date of Event \_\_\_\_\_
8. Time of Event \_\_\_\_\_
9. Anticipated Attendance \_\_\_\_\_
10. Are you serving alcohol? Yes \_\_\_\_\_ No \_\_\_\_\_
11. Will alcohol be present? Yes \_\_\_\_\_ No \_\_\_\_\_
12. Fee Paid? Yes \_\_\_\_\_ No \_\_\_\_\_

The shelter rental fee must be paid before the reservation permit will be released.

Copies of the park ordinance and shelter rules and regulations are attached. Please read through the information and sign the shelter rental agreement as well as the application. **Fees** for shelter use are as follows: \$15 for village residents, \$30 for non-residents, and \$35 for the Depot Park Shelter which includes the kitchen. In addition to the shelter fee, a security deposit of \$50 is required for individuals and \$100 for organizations. The security deposit will be returned after it is determined by village staff that the shelters and park equipment are cleaned up and placed back in its original condition. The shelter(s) must be cleaned within an hour after use. **Unconditional refunds** will be allowed 30 days prior to a park usage date. Twenty percent (20%) of fees will be retained as an administrative charge. The administrative charge will not exceed \$10.00 for refunds meeting these criteria. For cancellations less than 30 days prior to a usage date, 50 percent (50%) of the permit fee will be retained as a service charge. Refunds will not be allowed on or after a usage date. A user deposit is required and will be refunded with the proper utilization of park facilities and return of key(s). Refund checks will be mailed in approximately 4 weeks.

Please keep in mind that the Village Board and the Police Department will need to approve any special considerations.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date