

**PARK AND RECREATION BOARD AGENDA
MONDAY JUNE 3, 2019
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Call to Order

Public comments for those items not included on this agenda: (Please be advised the Park and Recreation Board will receive information from the public for a three minute time period per person with time extensions per the Park and Recreation Chairperson's discretion. Be it further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.)

1. Consideration of a motion to approve the Park and Recreation minutes of the May 6, 2019 meeting.

Public Works Items

2. Discussion and possible consideration of a request of 2 updates to Park Use Shelter Policy, Lindsey Riesinger, 854 Wexford Court.
3. Discussion and possible consideration of a request to use the Fine Arts Center June 19, 2019, July 17, 2019 & August 14, 2019, Our Saviors Evangelical Lutheran Church.
4. Discussion and possible consideration of a location for a shelter at Centennial Park.
5. Discussion and possible consideration of a food truck policy in the parks.

Recreation Director Items

6. Update on upcoming events.

Other items for consideration

7. Announcements: It is not contemplated that these matters will be discussed or acted upon and may include items for future consideration. The following individuals may provide announcements: Park and Recreation Board members or other Village Staff members.
8. Adjourn

Deidre Bushéy
Deputy Clerk

Notice: Please note that upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Darlene Igl, Village Clerk, at (262)367-2714. The Municipal Building is handicap accessible.

PARK AND RECREATION BOARD MINUTES
MONDAY, MAY 6, 2019
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

Present: Tim Hallquist, Curt Gundrum, Peggy Kallenberger, Duane Lawson, Vicki Mitchell and Tina Bromberger

Others: Mike Gerszewski, Kelli Yogerst

7:00 PM Call to Order

Public comments for those items not included on this agenda: (Please be advised the Park and Recreation Board will receive information from the public for a three minute time period per person with time extensions per the Park and Recreation Chairperson's discretion. Be it further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.)

- 1. Consideration of a motion to appoint a Park and Recreation Board Chairman for the upcoming year- duties involve running Park and Recreation Board meetings and being a member of the Jt. Architectural Board/Plan Commission.**

Motion (Bromberger/Kallenberger) to appoint Tim Hallquist as Park Board Chairman and member of the Jt. Architectural Board/Plan Commission for the upcoming year. Carried (6-0).

- 2. Consideration of a motion to approve the Park and Recreation Board minutes of the April 1, 2019.**

Motion (Bromberger/Kallenberger) to approve the April 1, 2019 Park and Recreation Board minutes. Carried (6-0).

Public Works Items

- 3. Discussion and possible consideration of a food truck policy in the parks.**

Mike Gerszewski said food trucks are becoming a regular thing that we are getting requests for food trucks and he feels there should be policy the Park Board and the Village Board has approved. He said he is looking for suggestions on how the Park Board wants to approach it, if they want to do the same as they did with the banner policy which was giving it to the Administrator for direction. Gerszewski said Dave Cox said he gave it to him before he resigned but Gerszewski said he never got it. Gerszewski's thought is to send it to the Village Attorney to review it. Hallquist said he doesn't think they will get it back right away but Gerszewski said he thinks he may have it back by next month. Hallquist said until then

PARK BOARD MINUTES

MONDAY MAY 6, 2019

7:00 PM

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maybe the Park Board could handle it on an individual basis until a policy is in place. Bromberger said she received a phone call from Muskego Park Board and she deferred them to the Admin, regarding they are under the understanding you can't charge food trucks a percentage but you need to charge a flat fee. She went on to say she feels we should charge them a fee and set a designated area. Lawson asked if the Park Board has done this before and Mike G said the Board has done it one time for the St. Augustine academy and they had one truck. Kallenberger asked where they put it and Gerszewski said on the grass to the north of the seating because they got power from the Fine Arts Center as they didn't want a generator running while they were doing a play. Bromberger said the board needs to look at how many trucks can they support, how to keep them off the grass and where to put them. Hallquist asked Gerszewski if he and staff would work on some rules and bring it back next month. Hallquist said he would like people to come to Park Board for approval if someone wants an event in the park. The goal is to have this at the next meeting.

Recreation Director Items

4. Discussion and possible consideration of a 30th Year anniversary Clay Stomp on June 15, 2019, in Nixon Park 12:00 pm - 5:00 pm, Joel Pfeiffer.

Joel Pfeiffer was present and asked if anybody knew what a clay stomp is. He briefly explained his history of doing clay stomps and the ones he has done.

He said he used to teach at Arrowhead H.S. He said there was a huge clay stomp in June 30 years ago, 5000 people came before Summerfest started but doesn't know how many will come this year. He said they use a special clay called grog which is crushed fire brick which gives the clay more body. He said they will be using about 3 tons. Mr. Pfeiffer said his last stomp at Arrowhead they used 14 tons with 100 students. He said would do a few panels and donate them to the municipal building. Bromberger wanted it clarified that Joel is asking for permission and he will do the set-up. He pointed out he will create 2 stomps areas with one being for children.

DPW asked if he will need water and he said he will need a hose connection. He said there will be tarps down as he doesn't want to take up any parking spots. Mr. Pfeiffer said they will use a children's wading pool to clean up. He would also like to provide music at the Fine Arts Center on the stage. It was suggested to check with Pat Endters to see if he has anyone playing at that time. Lawson asked if there if it will cost the village anything. Bromberger asked how he plans on advertising and he said e-vite, Facebook, the village website etc.

Motion (Bromberger/Lawson) to approve the 30th Anniversary Clay Stomp on June 15, 2019 in Nixon Park from 12:00 pm – 5:00 pm. Carried (6-0).

Other items for consideration

- 5. Announcements: It is not completed that these matters will be discussed or acted upon and may include items for future consideration. The following individuals may provide announcements: Park and Recreation Board members or other Village Staff members.**

Sunday was David Cox's last day as Village Administrator. It will be on the next Village Board agenda for Ryan Bailey to be the acting interim administrator and Mike Gerszewski to be the acting interim DPW Director.

Item for next month's agenda is location for a shelter at Centennial Park.

6. Adjourn

Motion (Gundrum/Kallenberger) to adjourn. Carried (6-0). Meeting adjourned at 7:37 PM.

Respectfully submitted
By Recording Secretary,
Deidre Bushey
Deputy Clerk

To: Park Board
From: Lindsey Riesinger
Date: April 25, 2019
Subject: Placement on Agenda for June Board Meeting

Background: On Tuesday, April 24, 2019 I called the Village Hall to see if the Hartbrook Park shelter was available on Saturday, May 4, 2019 for my daughter’s 3rd birthday party. After I was told it was available, I advised the Clerk I would be coming in later that day to drop off the application to reserve.

In the meantime, I called Diggers Hotline to request they come out to Hartbrook Park to locate power lines underground in the event we would be getting a Bounce House.

Diggers Hotline notified the Village of the date they would be coming to do a site check and sometime later I received an email from the Deputy Treasurer that advised I would need the Bounce House to be approved by the Park Board. Unfortunately, the Park Board did not meet again until May 6th thus I would not be able to have the Bounce House at Hartbrook Park on May 4th.

After reviewing the Park Shelter Use Policies, I could not identify within where the Board needed to approve a Bounce House, let alone anything else.

Through conversation (via email and telephone) surrounding the current policies in place, I was pointed to Sec. 70-30 in the Village Ordinances that identifies what warrants Board approval. Now I understood where the approval was stemming from.

Overall, the lack of information on the current Park Shelter Use Policies altered the outcome of a Bounce House for my child’s birthday party. In retrospect, had I been aware through the policies that a Bounce House required Board approval, I would have reached out far sooner.

Request: I am requesting to come in front of the Park Board on Monday, June 3, 2019 and propose two updates to the current Park Shelter Use Policies:

- Added language surrounding items brought into the park or being set up at the park (i.e. Bounce House, Horse Shoe Pit, Etc.) would need Board approval and how to obtain Board Approval;
 - A review of past park reservations may indicate the most popular items to be added to this section.
- Including a reference cite to Sec. 70-30 as an additional resource to refer to when a resident/non-resident is requesting a Park Reservation.

Potential Outcome: With the widespread popularity of Bounce Houses, I sincerely feel these updates will be successful to information sharing to residents/non-residents. To be more specific on the policies of renting Park shelters within the community could save administrative time on answering redundant questions, especially those of a Bounce House. In addition, it could save time for the residents on finding additional information on requirements and rules surrounding Village ordinances.

Signed,
Lindsey Riesinger



Village of Hartland

Park Facility Reservation Application

210 Cottonwood Ave, Hartland, WI 53029
Office: (262) 367-2714 Fax: (262) 367-2430

Permit #
2019-42

Contact Information

Organization Name (if applicable) NA
Renter or Responsible Party Lindsey Riesinger
Home/Cell Phone 808-205-0615 Email lindseyr3@gmail.com
Address 854 Wexford Court City/Zip Hartland/53029
If above person cannot be reached: Ron Wood Phone 808-205-6485

Rental Information

Event Date 05/04/2019 Event Type Child's Birthday Party
Arrival Time (include set-up time) 12PM Departure Time (include clean-up time) 5PM
Attendance 30 Electricity - Yes No Tax Exempt - Yes No (If yes, please include certificate)

Rental Fees

Check, cash and credit card are accepted (checks payable to Village of Hartland). Fees and deposits must be paid at the time of reservation.

Park Shelter/Open Space

- Bark River (may not use if athletic field is reserved)
- Hartbrook Park
- Nixon Splash Pad Shelter 1
- Nixon Splash Pad Shelter 2
- Nixon Park Shelter 4 (by Fine Arts Center)
- Penbrook Park (may not use if athletic field reserved)
- Open Space Reserved (describe area below)

Rental Fee (based on number of attendees)

Attendees	Resident	Non-resident
0-50	<u>\$50</u>	\$60
51-100	65	78
101-200	80	96
201+	95	114

Refundable Deposit (based on number of attendees)

- 1 - 100 No deposit required
- 101 - 200 \$200.00
- 201 - 300 \$300
- 300 + \$400

I verify the information provided and agree to the Park Board's Policy and Village Ordinance regarding Park Usage.

Lindsey Riesinger
Renter's Signature
Lindsey Riesinger
Renter's Name (please print)

4-24-19
Date

Rental Fee	<u>50.00</u>
Tax (5.1% on Rental Fee)	<u>2.55</u>
Deposit (if required)	<u>-</u>
Total Due	<u>\$52.55</u>

Office Use Only: Date Paid 4/25/19 Amount Paid \$52.55 Receipt # 206329 Processed YD

**PARK BOARD
APPLICATION FOR PLACEMENT ON AGENDA FOR ACTION PLAN APPROVAL**

Location of Work Update to Park Facility Reservation Application and Park Shelter Use Policies			
Group Sponsoring Work Resident			
Contact Person Lindsey Riesinger		Phone 808-205-0615	EMAIL lindseyr3@gmail.com
Address 854 Wexford Court	City Hartland	State WI	Zip 53029
Alternate Contact Person NA		Phone	EMAIL
Address	City	State	Zip
Comments:			
Contractor Name NA		Phone	EMAIL
Address		State	Zip
Insurance			
Contractor Name NA		Phone	EMAIL
Address		State	Zip
Insurance			

Any group or individual desiring to do any work in any Village Park must submit an "Action Plan" for Park Board approval.

The Park Board meets on the **first Monday of the month at 7:00 p.m.** in the Village Board Room of the Hartland Municipal Building located at 210 Cottonwood Avenue in the Village of Hartland.

The **DEADLINE** for submitting information to Village Hall for the agenda is on the **fourth Monday of the month at 4:30 p.m.** All of the following information must be received **prior** to the deadline to be considered for the agenda. Anything received after the deadline will be put on the following month's agenda.

All plans, narratives, drawings, etc. must be submitted with ten (10) copies by the deadline.

Items to be submitted in the Action Plan:

1. Detailed description of what work is to be performed and by whom--volunteer/contractor.
2. Any literature or brochures for equipment to be installed or used in the Park System.
3. Any detailed drawings of equipment to be installed.
4. The time frame of work.
5. The responsibility to be assumed by DPW/work to be assumed by the group (be specific).
6. Copy of any proposal(s) received by the group from contractors/suppliers.
7. Copy of drawings/plans/specifications for Building Inspector to review (if needed).
 8. Map showing location of work including dimensions.
 9. Narrative/draft agreement regarding long term maintenance.
 10. Estimated cost of work/improvement(s).

NOTE: Approval by the Park Board is not permission to begin construction. The Department of Public Works must be informed 72 hours prior to commencement of work. All permits must be in order. Diggers Hotline must be contacted 72 hours prior to commencement of work for utility locates.

Date Applied: _____ Date of Meeting: _____ Approval _____



Village of Hartland Park Facility Reservation Application

210 Cottonwood Ave, Hartland, WI 53029
Office: (262) 367-2714 Fax: (262) 367-2430

Permit # _____

Contact Information

Organization Name (if applicable) _____

Renter or Responsible Party _____

Home/Cell Phone _____ Email _____

Address _____ City/Zip _____

If above person cannot be reached: _____ Phone _____

Rental Information

Event Date _____ Event Type _____

Arrival Time (include set-up time) _____ Departure Time (include clean-up time) _____

Attendance _____ Electricity - Yes _____ No _____ Tax Exempt - Yes _____ No _____ (if yes, please include certificate)

Rental Fees

Check, cash and credit card are accepted (checks payable to Village of Hartland). Fees and deposits must be paid at the time of reservation.

Park Shelter/Open Space

- Bark River (may not use if athletic field is reserved)
- Hartbrook Park
- Nixon Splash Pad Shelter 1
- Nixon Splash Pad Shelter 2
- Nixon Park Shelter 4 (by Fine Arts Center)
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Refundable Deposit (based on number of attendees)

- 1 - 100 No deposit required
- 101 - 200 \$200.00
- 201 - 300 \$300
- 300 + \$400

I verify the information provided and agree to the Park Board's Policy and Village Ordinance regarding Park Usage.

Renter's Signature

Date

Renter's Name (please print)

Rental Fee	_____
Tax (5.1% on Rental Fee)	_____
Deposit (if required)	_____
Total Due	_____

Office Use Only: Date Paid _____ Amount Paid _____ Receipt # _____ Processed _____

Park Shelter Use Policies

RESERVATIONS

Picnic area shelters must be reserved for a specific site. All uses must be open to the public and free of charge.

To reserve a park shelter or open space, complete the reservation application form and submit it with the required fees and deposits to the Village of Hartland. Reservations are processed on a first-come, first-serve basis. An authorized representative 18 years old or older of the group who shall be personally responsible for the conduct of the participants and for damages must sign the application. Reservation requests will be accepted beginning January 1 each year. All rental fees include Wisconsin sales tax (where applicable).

Athletic facilities require a separate reservation. If you wish to reserve an athletic facility (soccer field, softball field, volleyball court, etc.), please contact Village Hall staff. No park fields can be reserved with your shelter permit prior to April 1.

LIMITS TO RESERVATION TIME

- Hours for all village parks are sunrise to sunset
- The Village can not guarantee privacy to any group.
- Reservations are made for a specific time frame. Set-up and clean-up time must be included in the scheduled time. No equipment, supplies, or materials shall be placed at the facility prior to or after the scheduled reservation time.

LIMITS ON USE OF FACILITIES

- Malt beverages are permitted in all picnic areas when a valid malt beverage permit is applied for and granted through the Village's Administrative Office or Police Department. No other intoxicating liquor products are allowed.
- Parking is permitted in designated areas only. Parking in the picnic areas on the grass is prohibited.
- Individuals must be at least 18 years of age to request a rental permit.
- The Village is not responsible for private equipment or material used in a Village facility.
- All pets must be licensed, on a leash not exceeding six feet in length and under control of its owner at all times. Owners must promptly remove and dispose of any pet waste in a sanitary manner.
- Charcoal must be properly disposed of in the labeled containers.
- Any facility decorations must not be removed. Individuals who wish to decorate may do so as long as the facility is returned to its original condition. Failure to do so will result in loss of the deposit.
- Participants may not pass a collection plate or solicit from the audience. Donations may be accepted at concession areas only. Material distribution must be confined to the concession areas.

FACILITY AMENITIES

- Electricity - Some picnic shelters offer a limited number of electrical outlets. Caution is advised when using electrical service as they are all 20 amp circuits and can be easily overloaded. Due to vandalism, we cannot guarantee electrical availability. Press the red GFI button on the outlet to reset if necessary.
- Picnic tables - There are a limited number of picnic tables available in the parks for all users. Large groups will need to provide their own additional seating. Please respect the rights of others to utilize the park facilities.
- Grills - Some grills are supplied by the Village of Hartland in picnic areas. Caution should be exercised in disposal of hot ashes.
- Restroom facilities and parking lots are open to park patrons and not exclusive to the permit holder.

PERMITTED

Tents are permitted only in certain areas when a picnic group has reserved a shelter. Tents are to be placed adjacent to the shelter. Tents may not be placed on the asphalt. Tents may only be set up on the day of the picnic and must be removed on the same day. Charges will be assessed for damages incurred during the setup or removal of tents.

Radios are permitted in all picnic area. The use of amplification equipment is not permitted. The volume of radios must be kept at a level so as to not unreasonably annoy or disturb the peace and quiet for other park users or surrounding residents in accordance with Section 9.07 of the Municipal Code.

REFUNDS

In the event of cancellation, permit fee may be refunded. A \$10.00 fee may be charged for administrative processing. To change a reservation, a written request must be submitted. Contact the Village's Administrative Office for further assistance.

REMINDERS

- Disorderly conduct is prohibited
- Allow time for clean-up. Leave the park and facility in the condition found.
- Any costs for damage or excessive cleanup will be deducted from the security deposit.



Sec. 70-30. - Changes in park subject to park and recreation board approval.

No trees, shrubbery or buildings, additions, changes or alterations shall be made in and upon any of the parks of the village, except with the approval of and under the direction of the park and recreation board.

(Code 1991, § 1.11(5); Ord. No. 718-05, § 6, 8-22-2005; Ord. No. 769-09, § 6, 4-13-2009)

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Dear Park Board,

First I want to thank you, as a parent of four kids in the area for how great Nixon Park is for families. My family finds itself there many days and evenings during the summer and it brings a lot of joy to us all. I'm writing today not as a Dad, but as one of the Pastors at Our Savior's Lutheran Church (in Hartland). We would like to rent the Fine Arts Center at Nixon Park for 3 Wednesday nights this summer. We have a Wednesday night (6:30pm) worship each week during the summer outside at church. We would like to encourage our people to spend time together and just "play at the park" before and after as a way of building community, so we would like to have that service at Nixon on June 19, July 17, and August 14. We will have 1-3 musicians leading the group in singing, powered by a small PA system, and we are expecting/hoping for around 50 people on each of those Nixon Park nights. The service is about 30 minutes long. Hopefully this is something that is possible, as it would be a great opportunity. Thank you.

Sincerely,

Pr. Matthew Rose

VILLAGE OF HARTLAND
FINE ARTS CENTER RESERVATION APPLICATION

210 Cottonwood Avenue Hartland, WI 53029 Phone 262-367-2714 FAX 262-367-2430

Organization or Individual's Name: Our Savior's Evangelical Lutheran Church

Name of Person In Charge: Pastors Matthew + Jennifer Rose

Telephone Number: (Home) 262-367-3325 (Work) 262-367-6000 (EMAIL) revmatthew@oursaviorshartland.org

Address: W299 N 5782 County Rd E, Hartland, WI 53029

If Above Person Cannot Be Reached: Jennifer Rose

Telephone Number: (Home) 262-367-3396 (Work) 262-367-6000 (EMAIL) pastorjennifer@oursaviorshartland.org

Address: same as above

Name of Group, Performer: Our Savior's Wednesday night worship service

Description of Entertainment: Worship and music (church musicians)

Is Sponsor Classified as Non-Profit: yes

Other Permits Required: Beer Shelter Other

Date Paid: 5-22-19 Fee Paid 78.10 Deposit Paid _____ Receipt Number 206826

FEES	Resident	0 - 50	51 - 100	101 - 200	201 +
		\$66.00 + 3.97	\$84.15 + 4.30	\$108.35 + 5.54	\$126.50 + 6.46
	Non Resident	0 - 50	51 - 100	101 - 200	201 +
	\$78.10 + 3.99	\$114.00 + 5.85	\$150.70 + 7.70	\$180.95 + 9.25	

Note: Deposit to be paid by all users	0-50	51-100	101-200	201-300	300+
Refundable Deposit Amounts	\$50.00	\$100.00	\$200.00	\$300.00	\$400.00

(Office Use Only)

Permit Number _____	Date of Use	Time of Use	Resident/ Non-Resident	Estimated Attendance	Insurance Certificate Required as Determined by Village (y or n)	Electricity Needed (y or n)	TOTAL FEE/DEPOSIT	Date Issued	Issued By
Fine Arts Center (FAC)	6/19/19	6:30 - 9:00	Non	50		Y			
Food/Beverage Sales at Concession Window?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No								
Sales of Other Items? Describe Items and Point of Sale									

I verify the documented information and agree to abide by the Park Board's Policy and Village Ordinances regarding Park Usage.

[Signature]
 Signature

PLEASE BRING THIS PERMIT WITH YOU TO THE PARK

VILLAGE OF HARTLAND
FINE ARTS CENTER RESERVATION APPLICATION

210 Cottonwood Avenue Hartland, WI 53029 Phone 262-367-2714 FAX 262-367-2430

Organization or Individual's Name: Our Savior's Evangelical Lutheran Church

Name of Person In Charge: Pastors Matthew + Jennifer Rose

Telephone Number: (Home) 262-361-3325 (Work) 262-367-6000 (EMAIL) revmatthew@oursaviorshartland.org
Matthew

Address: W299 N 5782 County Rd E, Hartland, WI 53029
Street/Mailing Zip Code

If Above Person Cannot Be Reached: Jennifer Rose

Telephone Number: (Home) 262-361-3396 (Work) 262-367-6000 (EMAIL) pastor.jennifer@oursaviorshartland.org
cell

Address: same as above
Street/Mailing Zip Code

Name of Group, Performer: Our Savior's Wednesday night worship service

Description of Entertainment: Worship and music (church musicians)

Is Sponsor Classified as Non-Profit: yes

Other Permits Required: Beer Shelter Other

Date Paid: 5-22-19 Fee Paid 78.10 Deposit Paid _____ Receipt Number 206826

FEES	Resident	0 - 50	51 - 100	101 - 200	201 +
		\$66.00+ 3.37	\$84.15+ 4.30	\$108.35+ 5.54	\$126.50+ 6.46
	Non Resident	0 - 50	51 - 100	101 - 200	201 +
	\$78.10+ 3.99	\$114.00+ 5.85	\$150.70+ 7.70	\$180.95+ 9.25	

Note: Deposit to be paid by all users	0-50	51-100	101-200	201-300	300+
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(Office Use Only)

Permit Number _____	Date of Use	Time of Use	Resident/ Non-Resident	Estimated Attendance	Insurance Certificate Required as Determined by Village (y or n)	Electricity Needed (y or n)	TOTAL FEE/DEPOSIT	Date Issued	Issued By
Fine Arts Center (FAC)	7/7/19	6:30 - 9:00	Non	50		Y			
Food/Beverage Sales at Concession Window?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No								
Sales of Other Items? Describe Items and Point of Sale									

I verify the documented information and agree to abide by the Park Board's Policy and Village Ordinances regarding Park Usage.

M. Rose
 Signature

PLEASE BRING THIS PERMIT WITH YOU TO THE PARK

VILLAGE OF HARTLAND
FINE ARTS CENTER RESERVATION APPLICATION

210 Cottonwood Avenue Hartland, WI 53029 Phone 262-367-2714 FAX 262-367-2430

Organization or Individual's Name: Our Savior's Evangelical Lutheran Church

Name of Person In Charge: Pastors Matthew + Jennifer Rose

Telephone Number: (Home) ^{cell} 262-361-3325 (Work) 262-367-6000 (EMAIL) revmatthew@oursaviorshartland.org ^{Matthew}

Address: W299 N 5782 County Rd E Hartland, WI 53029
Street/Mailing Zip Code

If Above Person Cannot Be Reached: Jennifer Rose

Telephone Number: (Home) ^{cell} 262-361-3396 (Work) 262-367-6000 (EMAIL) pastorjennifer@oursaviorshartland.org

Address: same as above
Street/Mailing Zip Code

Name of Group, Performer: Our Savior's Wednesday night worship service

Description of Entertainment: Worship and music (church musicians)

Is Sponsor Classified as Non-Profit: yes

Other Permits Required: Beer Shelter Other

Date Paid: 5-22-19 Fee Paid 78.10 Deposit Paid 0 Receipt Number 206826

FEES	Resident	0 - 50	51 - 100	101 - 200	201 +
		\$66.00+ 3.37	\$84.15+ 4.30	\$108.35+ 5.54	\$126.50+ 6.46
Non Resident	0 - 50	51 - 100	101 - 200	201 +	
	\$78.10+ 3.99	\$114.00+ 5.85	\$150.70+ 7.70	\$180.95+ 9.25	

<i>Note: Deposit to be paid by all users</i>	0-50	51-100	101-200	201-300	300+
Refundable Deposit Amounts	\$50.00	\$100.00	\$200.00	\$300.00	\$400.00

(Office Use Only)

Permit Number _____	Date of Use	Time of Use	Resident/ Non-Resident	Estimated Attendance	Insurance Certificate Required as Determined by Village (y or n)	Electricity Needed (y or n)	TOTAL FEE/DEPOSIT	Date Issued	Issued By
Fine Arts Center (FAC)	8/14/19	6:30-9:00	Non	50		Y			
Food/Beverage Sales at Concession Window?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No								
Sales of Other Items? Describe Items and Point of Sale									

I verify the documented information and agree to abide by the Park Board's Policy and Village Ordinances regarding Park Usage.

Matthew Rose
 Signature

PLEASE BRING THIS PERMIT WITH YOU TO THE PARK



WISCONSIN DEPARTMENT OF REVENUE
 2135 RIMROCK RD
 PO BOX 8949
 MADISON, WI 53708-8949

State of Wisconsin • DEPARTMENT OF REVENUE

2135 RIMROCK RD PO BOX 8949 MADISON, WI 53708-8949
 PHONE: 608-266-2776 FAX: 608-267-1030 TTY: 608-267-1049
 EMAIL: sales10@dor.state.wi.us WEBSITE: www.revenue.wi.gov

September 17, 2009

Letter ID: L1374650944

OUR SAVIOR'S EVANGELICAL LUTHERAN CHURCH
 W299N5782 COUNTY RD E
 HARTLAND WI 53029-9501

This is your Wisconsin Sales and Use Tax Certificate of Exempt Status (CES). Purchases made by your organization or entity are taxable unless you provide a properly completed Wisconsin Sales and Use Tax Exemption Certificate (Form S-211), listing the CES number shown below, to your supplier(s).

If your organization makes sales, they may be subject to sales tax collection and you may be required to obtain a Seller's Permit. Information regarding registration requirements can be found in our Publication 206, Sales Tax Exemption for Nonprofit Organizations.

Forms and Publications can be obtained through our web site at www.revenue.wi.gov or through our forms ordering line at (608) 266-1961. Many questions can be answered by reviewing the FAQ pages on our web site. You may also contact us by telephone at (608) 266-2776 or by email at sales10@revenue.wi.gov.

**WISCONSIN SALES AND USE TAX
 CERTIFICATE OF EXEMPT STATUS (CES)**

(Governmental, Religious, Charitable, Scientific or Educational Organization)

Sales to this organization or entity are exempt from Wisconsin sales and use tax under sec. 77.54(9a) and 77.55(1), Wis. Stats.

This certificate is valid unless cancelled by the Wisconsin Department of Revenue.

CES NUMBER	002283
DATE ISSUED	4/2/1962

IMPORTANT:

OUR SAVIOR'S EVANGELICAL LUTHERAN CHURCH
 W299N5782 COUNTY RD E
 HARTLAND WI 53029-9501

Purchases made by your organization are taxable unless you furnish your supplier with the CES number shown above. Sales by your organization may be subject to tax. If your organization makes taxable sales, it may be required to obtain a seller's permit and remit sales tax to the Department of Revenue.

Questions: Contact the Department of Revenue by telephone at (608) 266-2776, FAX (608) 267-1030, E-mail sales10@revenue.wi.gov, or at our Web site www.revenue.wi.gov



Village of Hartland

Park Facility Reservation Application

210 Cottonwood Ave, Hartland, WI 53029
Office: (262) 367-2714 Fax: (262) 367-2430

Permit #
2019-12

Contact Information

Organization Name (if applicable) our savior's Evangelical Lutheran Church

Renter or Responsible Party Pastors Matthew + Jennifer Rose

Home/Cell Phone 262-361-3325 (Matthew) Email revmatthew@oursaviors

Address W 299 N 5782 County Rd E City/Zip Hartland 53029 hartland.org

If above person cannot be reached: Jennifer Rose Phone 262-361-3396

Rental Information

Event Date 6-19-19 Event Type worship service

Arrival Time (include set-up time) 6:00 Departure Time (include clean-up time) 9:30

Attendance 50 Electricity - Yes No Tax Exempt - Yes No (If yes, please include certificate)

Rental Fees

Check, cash and credit card are accepted (checks payable to **Village of Hartland**). Fees and deposits must be paid at the time of reservation.

Park Shelter/Open Space

- Bark River (may not use if athletic field is reserved)
- Hartbrook Park
- Nixon Splash Pad Shelter 1
- Nixon Splash Pad Shelter 2
- Nixon Park Shelter 4 (by Fine Arts Center)
- Penbrook Park (may not use if athletic field reserved)
- Open Space Reserved (describe area below)

Rental Fee (based on number of attendees)

Attendees	Resident	Non-resident
0-50	\$50	\$60
51-100	65	78
101-200	80	96
201+	95	114

Refundable Deposit (based on number of attendees)

- 1 - 100 No deposit required
- 101 - 200 \$200.00
- 201 - 300 \$300
- 300 + \$400

I verify the information provided and agree to the Park Board's Policy and Village Ordinance regarding Park Usage.

Matthew Rose
Renter's Signature
Matthew Rose
Renter's Name (please print)

5/22/19
Date

Rental Fee	<u>60.00</u>
Tax (5.1% on Rental Fee)	<u> </u>
Deposit (if required)	<u> </u>
Total Due	<u>60.00</u>

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Village of Hartland Park Facility Reservation Application

210 Cottonwood Ave, Hartland, WI 53029
Office: (262) 367-2714 Fax: (262) 367-2430

Permit #
2019-13

Contact Information

Organization Name (if applicable) our savior's Evangelical Lutheran Church
 Renter or Responsible Party Pastors Matthew + Jennifer Rose
 Home/Cell Phone 262-361-3325 (Matthew) Email revmatthew@oursaviors
hartland.org
 Address W 299 N 5782 County Rd E City/Zip Hartland 53029
 If above person cannot be reached: Jennifer Rose Phone 262-361-3396

Rental Information

Event Date 7-17-19 Event Type worship service
 Arrival Time (include set-up time) 6:00 pm Departure Time (include clean-up time) 9:30 pm
 Attendance 50 Electricity - Yes No Tax Exempt - Yes No (If yes, please include certificate)

Rental Fees

Check, cash and credit card are accepted (checks payable to **Village of Hartland**). Fees and deposits must be paid at the time of reservation.

Park Shelter/Open Space

- Bark River (may not use if athletic field is reserved)
- Hartbrook Park
- Nixon Splash Pad Shelter 1
- Nixon Splash Pad Shelter 2
- Nixon Park Shelter 4 (by Fine Arts Center)
- Penbrook Park (may not use if athletic field reserved)
- Open Space Reserved (describe area below)

Rental Fee (based on number of attendees)

Attendees	Resident	Non-resident
0-50	\$50	\$60
51-100	65	78
101-200	80	96
201+	95	114

Refundable Deposit (based on number of attendees)

- 1 - 100 No deposit required
- 101 - 200 \$200.00
- 201 - 300 \$300
- 300 + \$400

I verify the information provided and agree to the Park Board's Policy and Village Ordinance regarding Park Usage.

Matthew Rose
 Renter's Signature
Matthew Rose
 Renter's Name (please print)

5/23/19
 Date

Rental Fee	<u>60.00</u>
Tax (5.1% on Rental Fee)	<u> </u>
Deposit (if required)	<u> </u>
Total Due	<u>\$60</u>

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Village of Hartland Park Facility Reservation Application

210 Cottonwood Ave, Hartland, WI 53029
Office: (262) 367-2714 Fax: (262) 367-2430

Permit #
2018-074

Contact Information

Organization Name (if applicable) our savior's Evangelical Lutheran Church
 Renter or Responsible Party Pastors Matthew + Jennifer Rose
 Home/Cell Phone 262-361-3325 (Matthew) Email revmatthew@oursaviors
hartland.org
 Address 299 N 5782 County Rd E City/Zip Hartland 53029
 If above person cannot be reached: Jennifer Rose Phone 262-361-3396

Rental Information

Event Date 8-14-19 Event Type Worship Service
 Arrival Time (include set-up time) 6:00 Departure Time (include clean-up time) 9:30 PM
 Attendance 50 Electricity - Yes No Tax Exempt - Yes No (If yes, please include certificate)

Rental Fees

Check, cash and credit card are accepted (checks payable to **Village of Hartland**). Fees and deposits must be paid at the time of reservation.

Park Shelter/Open Space

- Bark River (may not use if athletic field is reserved)
- Hartbrook Park
- Nixon Splash Pad Shelter 1
- Nixon Splash Pad Shelter 2
- Nixon Park Shelter 4 (by Fine Arts Center)
- Penbrook Park (may not use if athletic field reserved)
- Open Space Reserved (describe area below)

Rental Fee (based on number of attendees)

Attendees	Resident	Non-resident
0-50	\$50	<u>\$60</u>
51-100	65	78
101-200	80	96
201+	95	114

Refundable Deposit (based on number of attendees)

- 1 - 100 No deposit required
- 101 - 200 \$200.00
- 201 - 300 \$300
- 300 + \$400

I verify the information provided and agree to the Park Board's Policy and Village Ordinance regarding Park Usage.

Matthew Rose
 Renter's Signature
Matthew Rose
 Renter's Name (please print)

5/22/19
 Date

Rental Fee	<u>60.00</u>
Tax (5.1% on Rental Fee)	<u>---</u>
Deposit (if required)	<u>---</u>
Total Due	<u>\$ 60</u>

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