



136 North Monroe Street
Waterloo, WI 53594
Phone: (920) 478-3025
Fax: (920) 478-2021
www.waterloowi.us

WATERLOO PARKS COMMISSION – AGENDA
REVISED 3/8/2016 12:54 PM

Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public and news media, that a public meeting will be held to consider the following:

Date: WEDNESDAY, March 9, 2016
Time: 5:00 P.M.
Location: COUNCIL CHAMBERS, MUNICIPAL BUILDING, 136 N. MONROE ST.

1. ROLL CALL AND CALL TO ORDER
2. MEETING MINUTES APPROVAL: FEBRUARY 17, 2016
3. CITIZEN INPUT
- 4. ELECTION OF PARKS COMMISSION CHAIR**
5. REPORTS/UPDATES
 - a. January/February Parks Financial Report
 - b. Coordinator Report
 - i. Facilities
 - ii. Grounds
 1. Seasonal employees hired: Mike Haberman and Tom Holzhueter
 - iii. Community Programming
 - c. 720 West Madison Street Phase 3 (removal of concrete piers)
6. UNFINISHED BUSINESS
 - a. Park Operations Ordinance Revisions, Recommendation To City Council
 - b. Parks Management Policy Revisions, Recommendation To City Council
 - c. Adopting 2016 Parks Performance Measures, Recommendation To City Council
 - d. Comprehensive Outdoor Recreation Plan, Update Remains In Drafting
 - e. 720 West Madison Street Phase 4 (usage for full park)
7. NEW BUSINESS
8. ANNOUNCEMENTS, FUTURE AGENDA ITEMS AND NEXT MEETING
 - a. Parks Pick-up Day, March 19, 2016
9. ADJOURNMENT

Mo Hansen
Clerk/Treasurer

Posted, Emailed & Mailed: 03/07/2016

revised: 03/08/2016

-Committee Members: Stinnett; Kegler; Quimby; citizen member (vacant); Craig Strobel, Board of Trustees representative; Ex-Officio Advisory Members: Gary Yerges, Public Works Director, (vacant) Waterloo Youth Sports Organization Representative, Richard Jones and Charles Crave – Waterloo Regional Trailhead Implementation Team.

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, 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 such services please contact the clerk's office at the above location.

WATERLOO PARKS COMMISSION – MINUTES
February 17, 2016

1. ROLL CALL AND CALL TO ORDER. Chair Bill Springer called the meeting to order at 5:00 pm in the Municipal Building Council Chambers. ROLL CALL: Voting members present, Springer, Quimby, Stinnett, Kegler. Ex-officio members present: Yerges, Crave and Haberkorn. Absent: Jones with one vacancy. Others present: Maureen Giese, Sharon Burbach and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: JANUARY 26, 2016. MOTION: Moved by Stinnett, seconded by Kegler to approve the January 26, 2016 meeting minutes. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. # Maureen Giese questioned how items agenda items were listed. She called for a more formal recognition of the end of the Trustee management of Firemen's Park, calling it a historic moment.
4. JANUARY PARKS FINANCIAL REPORT. Noted.
5. UNFINISHED BUSINESS
 - a. Parks Management Services – Hiring Proposals Relating To A Parks Commission Recommendation To Hire Gabe Haberkorn As Waterloo Parks Coordinator. MOTION: Moved by Stinnett, seconded by Kegler to recommend to Council the hiring with terms of employment as presented on this night using scenario #4 as the preferred budgeting option. VOICE VOTE: Motion carried unanimously.
 - b. Parks Management Policy Revisions, Council Recommendation. MOTION: Moved by Stinnett, seconded by Quimby to table until the next meeting. VOICE VOTE: Motion carried.
 - c. Park Operations Ordinance Revisions, Council Recommendation. MOTION: Moved by Stinnett, seconded by Quimby to table until the next meeting. VOICE VOTE: Motion carried.
 - d. Ice Rink At Waterloo Regional Trailhead, Update. DISCUSSION: Springer said the matter could be removed from the agenda. No action taken.
 - e. Comprehensive Outdoor Recreation Plan, Update. DISCUSSION: Springer said the matter could be removed from the agenda until a draft is available. No action taken.
 - f. 720 West Madison Street Phase 3, Review. DISCUSSION: Springer said a war memorial would not be at this site. He suggested a picnic area, skating area or canoe launch.
6. NEW BUSINESS
 - a. 2016 Budget Amendments Relating To Parks Operations, Council Recommendation. NOTE: Prior action under 5a addressed this item. DISCUSSION: Hansen discussed the benefits of rolling all parks operations to Special Revenue Fund. Hansen reviewed the sale of items by the Trustees in advance of 2/19/2016.
 - b. Adopting 2016 Performance Measures, Council Recommendation. No action taken.
7. ANNOUNCEMENTS, FUTURE AGENDA ITEMS AND NEXT MEETING
 - a. Commission Vacancy – it was noted that Mayor Thompson was appointing Craig Strobel who would be available on Wednesdays for meetings.
 - b. Parks Pick-up Day, March 19, 2016
8. ANNOUNCEMENTS, FUTURE AGENDA ITEMS AND NEXT MEETING
 - a. Next Meeting – March 9 at 5 pm in the Council Chambers was determined by consensus of the attendees as the next meeting date.
9. ADJOURNMENT. MOTION: Moved by Quimby, seconded by Stinnett to adjourn. Approximate time was 6:20 pm.



Mo Hansen
Clerk/Treasurer

TO: PARKS COMMISSION
FROM: MO HANSEN
SUBJECT: FEBRUARY FINANCIAL REPORT
DATE: MARCH 7, 2016

FEBRUARY PARKS FINANCIAL REPORT

As of the date of this report, parks financial data is spread across multiple funds. With affirmative action by the Council on 3/3/2016 a major shift of revenues and expenditures is in draft form.

The bottom line. FUNDRAISING RESULTING IN NON-LEVY REVENUE WILL NEED TO BE A MAJOR COMPONENT OF THE FUTURE OF WATERLOO PARKS.

Line items from each listed below will be rolled into a Special Revenue Fund. Such a fund will have to have -- each year -- a substantial portion of its revenues from non-levy sources.

1. General Fund (100).	
2. Special Revenue Fund Trailhead (225).	
3. Capital Fund (400).	
4. Agency / Fire Department Fund (820).	
- Shoe Factory:	\$23,177.38
- Carousel	\$ 4,008.27
- v/p Due Benninger Concrete	<u>\$ 1,325.00</u>
TOTAL	\$28,510.65

ORDINANCE #2015-03

An Ordinance Amending Chapter §19 BOARDS, COMMISSIONS and COMMITTEES of the Municipal Code Relating to the membership of the Parks Commission

The Common Council of the City of Waterloo, Wisconsin does hereby ordain as follows:

SECTION 1: CHAPTER §19 BOARDS, COMMISSIONS and COMMITTEES is hereby repealed and recreated as follows:

See accompanying pages.

SECTION 2: This ordinance shall take effect and be in force after its passage and publication in a manner provided for by law. This ordinance was adopted in book form and is available for public inspection at the City Clerk/Treasurer's Office, 136 North Monroe Street, Waterloo Wisconsin [Wis. Statutes 66.0103(2)].

Acted on and adopted at a regular meeting of the Common Council on May 7, 2015

City of Waterloo

Signed: _____
Robert H. Thompson, Mayor

Attest:

Chris M. Astrella, WCPC
Clerk/Treasurer

Date Adopted: May 7, 2015

Date Published: The Courier, May 21, 2015

Chapter 19 BOARDS, COMMISSIONS and COMMITTEES

§19-10. Parks Commission [Amended by Ord. No. 87-7; Ord. No. 97-2; 3-19-2009 by Ord. No. 2009-05]

A. Membership.

(1) The Parks Commission shall consist of ~~five~~ **seven** members, all appointed by the Mayor and subject to confirmation by Council, in the following manner:

(a) The Waterloo School Board ~~and~~ **and** the Waterloo Fire Department Board of Trustees, ~~the Waterloo Youth Sports Organization and the Youth Board~~ shall each propose to the Mayor a member to serve on the Parks Commission. The Mayor may then appoint such suggested individual(s), ~~as he or she so elects,~~ to the Parks Commission.

(b) The Mayor shall appoint one Council member to a one-year term and two citizen members, to the remaining positions.

[Amended 5-7-2009 by Ord. No. 2009-06]

(c) The first appointments of the ~~four~~ **six** non-Council members shall be for the following terms: ~~one~~ **two** for one year, ~~one~~ **two** for two years and two for three years. Thereafter, the terms of non-Council members shall be for three years and until their successors are appointed and qualified. Vacancies shall be filled for the unexpired term by the Mayor, subject to Council confirmation.

[Added 5-7-2009 by Ord. No. 2009-06]

~~(2) In the event any of the organizations described in Subsection A(1)(a), above should cease to exist for any reason, then following the date of its termination as an organization, the number of citizen members appointed by the Mayor shall correspondingly increase.~~

B. Ex officio members. The Public Works Director, the **Waterloo Youth Sports Organization and the Waterloo Regional Trailhead Implementation Team Recreation** Director ~~and the Youth Director~~ are hereby appointed as ex officio members of the Parks Commission, to serve in advisory roles, without the power to vote. Such ex officio members shall not be counted for purposes of determining a quorum of the Parks Commission.

C. Powers and duties. The Parks Commission shall administer the operations of City parks in accordance with Chapter **273** of this Code.⁽¹⁾

Chapter 273: Parks and Recreation MODIFICATIONS HIGHLIGHTED

§ 273-1 Park management.

A. The ~~Director of Public Works~~ Parks Coordinator, or alternatively a Council appointed designee, shall be responsible for the day-to-day operation and maintenance of all City parks, ~~except Firemen's Park,~~ in accordance with policies established by the Parks Commission and the Council.

~~B. The Firemen's Park leaseholder shall be responsible for the day-to-day operation and maintenance of Firemen's Park in accordance with policies established by the Parks Commission and the Council.~~

C. In addition to its other powers and duties, the Parks Commission shall have oversight of the budget and operation of ~~the~~ Waterloo Parks Youth Center. The Parks Commission shall advise the Common Council on matters related to the operation and funding of ~~the Youth Center.~~ Waterloo Parks.

~~D. The Parks Commission shall serve an advisory role to the Common Council regarding the City's youth recreational programs.~~

§ 273-2 Definitions.

As used in this chapter, the following terms shall have the meaning indicated:

PARK

All lands and water heretofore and hereafter acquired by the City for park or recreational purposes, or placed under the jurisdiction of the Parks Commission, and includes, without limitation, parks, greenways, recreational facilities and structures, and privately owned lands, the use of which has been granted or leased to the City for park, recreational or like public purposes.

§ 273-3 Unlawful conduct.

It shall be unlawful for any person to commit any of the following acts in or upon any public park within the City:

A. Vandalism. To soil, deface, injure, remove, damage, upset or destroy any building, fence, fountain, bench, table, receptacle, fireplace, tree, bush, flower or other object situated, used or kept upon park grounds.

B. Fires. To build or attempt to build a fire except in the fireplaces or charcoal burners provided in the parks or in charcoal burners brought to the park areas for such purpose. All coals from such charcoal burners brought to the park shall be deposited in fireplaces provided.

C. Litter. To leave, throw or break any bottle, box, refuse or other object, except in clearly marked refuse receptacles provided for that purpose, or throw, discharge or otherwise place or cause to be placed in the water of any fountain, pond, lake, stream, river or other body of water or on the ice thereof in or adjacent to any park any substance, matter or thing, liquid or solid, which will or may result in the pollution of said waters. Where receptacles for rubbish are not provided, all waste shall be carried away from the park by the person responsible for it.

D. Moving park equipment. To remove benches, seats, tables or other park equipment from any park or park facility unless prior approval of the Parks ~~Director~~ Coordinator is obtained.

E. Fireworks. To set off fireworks of any kind, except when a public display permit has been issued by the Mayor pursuant to Chapter 204, Fireworks, of this Code. No sparklers shall be permitted.

F. Games, athletics and sports. ~~To engage in any athletic contest, game or activity, except in areas specifically designated for such activity, whereby large areas of public grounds are usurped by the participants to the exclusion and at the peril~~

of injury to others. Specifically, ~~no~~ **No** one shall participate in playing ball, golf, tennis or archery in any City park, except upon ball fields, golf links, tennis courts or archery ranges, respectively, **or as established by the Parks Coordinator Commission.**

G. Sales. To vend, sell or offer for sale any food, beverage or other commodity or article to the public within any park without a written permit issued by the **Commission Parks Coordinator.**

H. Loud and unnecessary noise. To make any loud, disturbing or unnecessary sounds or noises such as may tend to annoy or disturb another in or about any public street adjacent to any City park or within any City park, or to operate a loudspeaker from any vehicle within any City park except upon written permit issued by the **Commission Parks Coordinator** upon such terms and conditions as will ensure that the public peace will not be disturbed.

I. Rules. To fail, refuse or neglect to obey the regularly posted rules and regulations of the Parks Commission for the use or enjoyment of any facility.

J. Dogs regulated. To take, have, keep or permit any dog in any park, except on a leash, **or as permitted in a regulated fenced dog exercise area.** No dogs shall be permitted in picnic areas. See also Chapter [126](#), Animals, § [126-4](#) of this Code.

K. Molesting animals. To molest, disturb, chase or throw objects at any animal or bird within any park.

L. Signs. To paste, glue, tack or otherwise post any sign, placard or advertisement or solicit business of any nature in any park without authorization from the Parks **Director Coordinator.**

M. Camping regulated. Except as authorized by the Parks **Commission or the Firemen's Park leaseholder for Firemen's Park Coordinator,** to set up tents, shacks or any other temporary shelter for the purpose of overnight camping, nor shall any person leave in the park after closing hours any movable structure or special vehicle to be used or that could be used for such purpose, such as house trailers, camp trailers, camp wagons or similar structures.

N. Disorderly conduct. To engage in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstances in which such conduct tends to cause or provoke a disturbance, endangers other persons or property, or interferes with the use of the park by others.

§ 273-4 [Hours.](#)

All City parks shall be open from 6:00 a.m. to 10:30 p.m., except as permitted by the **City Council Parks Coordinator.**

§ 273-5 [Motor vehicles.](#)

A. No person, except park personnel, shall drive or park a motor vehicle in any park, except on such roads or parking lots specifically designated for the use of motor vehicles, **except as authorized by the Parks Coordinator.**

B. No person shall operate a motor vehicle at a speed in excess of 15 miles per hour or in excess of any other posted speed limit, whichever is less.

C. No person shall operate a motor vehicle in a reckless or imprudent manner or in any manner which may tend to create a disturbance or endanger the safety of persons using the parks.

§ 273-6 [Snowmobiles.](#)

It shall be unlawful for any person to operate a snowmobile in any park, except as provided in Chapter [309](#), Snowmobiles, § [309-3A](#) of this Code.

§ 273-7 [Off-the-road vehicles.](#)

It shall be unlawful for any person to operate any minibike, go-cart, unlicensed motorcycle or other off-the-road vehicle in any park, except as authorized by the Parks Coordinator.

§ 273-8 Park rules adopted by reference.

Park rules adopted by the Parks Commission City Council and on file in the office of the Clerk-Treasurer relating to use of park facilities, user fees and concessions are hereby adopted by reference. Any major amendment or addition to said rules shall be recommended by the Parks Commission and submitted to the Council for approval.

§ 273-9 Violations and penalties.

Any person who shall violate any provision of this chapter may be subject to a penalty as provided in Chapter 1, § 1-4 of this Code.

WATERLOO PARKS POLICY
ADOPTED: _____

DEFINITIONS.

“Non-profit” – Any organization recognized as tax exempt by the Internal Revenue Code or identified as a bona fide organization under 125-26(6) Wis. Stat. – meaning clubs, county or local fair associations or agricultural societies, churches, lodges, or societies that have been in existence for at least 6 months before the date of the application.

“Resident” – Any person, organization or business living, residing or operating within the City of Waterloo 6 months prior to the issuance of a park use contract.

PARK USE, RESERVATION AND RENTAL POLICY.

1. Park hours are 6:00 AM to 10:30 PM, or as allowed by Parks Coordinator. The park must be vacated when closed. A reservation does not guarantee absolute privacy to any group.
2. The use terms and conditions for the use of a Waterloo parks facility shall be fully listed on Park Use Contracts for each park. Said contracts will be updated by staff from time to time and approved by the City Council with the recommendation of the Parks Commission. The contract receipt is proof of a reservation.
3. The City Council shall established rental rates and shall delegate other sales related pricing decisions such as concessions, advertising, etc. to the Parks Coordinator with oversight from the Parks Commission.
4. The event holder signing the contract is responsible for clean-up, facility damage and lost or stolen municipal property. Glass containers are NOT allowed in the parks. In order to receive all or a portion of a rental deposit, the event holder must complete clean-up tasks as listed on a Facility Check-Out form provided to the satisfaction of the Park Coordinator.
5. Cancellations, refunds or transfers: No refunds will be issued. Written cancellation must be submitted to the Parks Coordinator. An event date may be changed or transferred to another available date
6. Chairs and tables as available on a limited basis. Damage will result in loss of deposit.

CONSUMPTION, SALE OR DISTRIBUTION OF ALCOHOL ON PARK PROPERTY.

1. The consumption, sale or distribution of alcohol on park property is prohibited in Waterloo parks and other public places unless the person has an appropriate license or contract with the City.
2. The City of Waterloo may sell fermented malt beverages at non-youth, public events solely at its discretion under Wis. Stats. 125.06.
3. The consumption of alcohol is permitted for invitation only private events. The holder of a private event is responsible for the purchase and serving of alcohol and must fully notify the City of its specific intent as part of the contractual agreement with the City. The City may require, as a contract condition, that licensed Operators serve the alcohol. The City may require, as a condition of the contract, the hiring of Police Department approved event security.

SMOKING.

1. No person shall smoke or hold a lighted cigarette, cigar or pipe in any structure within any park, or in any other area in any park where youth events are held or where notices prohibiting smoking are posted pursuant to an order of the Parks Commission.

WEAPONS.

1. No firearms or weapons are permitted in Waterloo parks. Violators are considered trespassers and subject to forfeiture or arrest.

WATERLOO FIREMEN'S PARK

FEE SCHEDULE - #1 2016

BUILDINGS & GROUNDS FEES

<u>Alcohol Served Events</u>	<u>RESIDENT PRIVATE</u>	<u>NON-RESIDENT PRIVATE</u>	<u>RESIDENT PUBLIC</u>	<u>NON-RESIDENT PUBLIC</u>
ENTIRE PARK	SEE PARKS COORDINATOR FOR SPECIAL EVENTS			
ENTIRE PAVILION	\$750	\$850	\$600	\$700
UPPER PAVILION	\$500	\$600	\$400	\$500
LOWER PAVILION	\$400	\$500	\$300	\$400
BINGO HALL	\$200	\$300	\$150	\$200
REUNION HALL	\$150	\$250	\$125	\$175
WATERLOO REGIONAL TRAILHEAD	\$200	\$300	\$150	\$200
BASEBALL DIAMOND (billed every 3 hours)	\$85	\$85	\$85	\$85
HAMBURGER/CONCESSION STAND	\$50	\$50	\$50	\$50
SOFTBALL DIAMOND (billed every 3 hours)	\$50	\$50	\$50	\$50
BANDSTAND/OPEN SHELTERS	\$25	\$25	\$25	\$25
TOURNAMENT FEE	\$100	\$100	\$100	\$100

<u>Non Alcohol Events</u>	<u>RESIDENT PRIVATE</u>	<u>NON-RESIDENT PRIVATE</u>
ENTIRE PARK	SEE PARKS COORDINATOR FOR SPECIAL EVENTS	
ENTIRE PAVILION	\$700	\$800
UPPER PAVILION	\$450	\$550
LOWER PAVILION	\$350	\$450
BINGO HALL	\$175	\$275
REUNION HALL	\$150	\$250
WATERLOO REGIONAL TRAILHEAD	\$175	\$275
BASEBALL DIAMOND (billed every 3 hours)	\$85	\$85
HAMBURGER/CONCESSION STAND	\$50	\$50
SOFTBALL DIAMOND (billed every 3 hours)	\$50	\$50
BANDSTAND/OPEN SHELTERS	\$25	\$25
TOURNAMENT FEE	\$100	\$100

All Charitable Non-Profits will receive a 50% discount on building rentals with proof of exempt status.

<u>Miscellaneous Fees</u>				
BASEBALL FIELD LIGHTS (per Hour)	\$25	OUTDOOR CHAIRS	\$50	Additional charges may be applied for any use of city resources
PARK LABORER	\$12	OUTDOOR CHAIRS W/SETUP	\$100	
BARTENDER (per hour/each)	\$10	PREP OF BASEBALL FIELD (each time)	\$25	

WATERLOO FIREMEN'S PARK USE CONTRACT

Today's Date: _____
Receipt# _____

500 Park Ave, Waterloo, WI 53594 – 920-478-3025 – parks@waterloowi.us

Event Type: _____ Date of Event: _____ # of Guests: _____

Arrival Time: _____ Dinner Time: _____ Ending Time: _____ (All persons must be out by 1am)

Client Name: _____ Address: _____

City: _____ State: _____ Email: _____ Phone #s: 1) _____ 2) _____

Primary Contact: _____ Secondary Contact: _____

Building/Grounds being reserved:

Pavilion – Whole: _____ Upper: _____ Lower: _____ Bingo Hall: _____ Beer Garden: _____ Bandstand/shelter: _____

Main Ball Diamond: _____ Softball Diamond: _____ Upper Diamond: _____ T-ball Diamond: _____

Other Facility Not Listed: _____

*** A deposit equal to 50% of total rental fees must be on file in the event of damages or additional charges incurred by the client or client's party. *** Failure to secure building(s) after rental will result in security deposit being withheld.**

*** Specific requirements of beer & liquor shall be set forth in a separate document no later than 2 months prior to the event date.**

Building Rental Fee: \$_____ This amount is for the facility only, other charges may still apply key deposit, etc.)

Amount of Deposit: \$_____ A minimum of half the building rental fee is due at signing of contract. ***100% of the deposit is non-refundable***

Key Deposit: \$_____ There is a \$100 key deposit (per key) due for all keys handed out

Other Fees: \$_____ Description: _____

Balance Due: \$_____ Amount to be paid 2 weeks **PRIOR** to date of event.

Payment Type: _____ Amount Paid: _____ Check #: _____ Name on Check: _____

Other Info: _____ Additional Comments: _____

Park Use Policies:

- There are no refunds of any kind. A \$50.00 fee will be charged on all checks returned insufficient.
- A Wisconsin sales & use tax of 5.5% will be applied on all rentals, beverages & services.
- Deposit(s) will be returned after 15 days if areas are left in reasonable condition and keys to building(s) have been returned.
- All bands/music must stop playing at 12:00 am (Midnight). The bar will stop serving at 12:00 am. Everyone will be out by 1:00 am.
- Facility may be made available the day before the rental for set up.
- Only painters tape may be used to attach items to the walls or doors. Nothing is to be hung from the ceiling. No rice, birdseed or confetti is allowed.
- No open flame is allowed with the exception of food warming devices.
- No one under the age of 21 may consume alcohol. If minors are found consuming alcohol the event can be terminated immediately w/full payment due.
- Client will be responsible for damages inside or outside of the rented area, any broken or stolen items or any extensive cleaning.
- No animals or pets are permitted in the buildings with the exception of service animals. The client assumes all responsibility for such animals & actions.
- Waterloo Firemen's Park shall not be held liable for any injuries which might be sustained by any member of the party during the gathering.
- The Park is not responsible for damage or loss of any merchandise, articles of clothing or personal belongings prior to, during, or after an event.
- The Park reserves the right to require any renter to pay for a security team for an event. The Park must approve of the security team prior to the event.
- The renter is responsible for providing a license caterer, food service or person for cooking/transporting/etc. of all foods for events. Waterloo Firemen's Park will not be held liable for any food related illness or incidents.
- Waterloo Parks shall be released from its obligations hereunder for events beyond its control: acts of god or similar.
- A reservation is not considered complete until this signed agreement with security deposit and at least 1/2 of the building rent has been submitted.
- By signing below the Client agrees to the terms and conditions set forth in this contract.

Authorized Park Representative Signature/Date

Clients Signature/Date

Please mail signed contract and deposit to: City of Waterloo - Parks, 136 N. Monroe Street, Waterloo, WI 53594

Name of facility

**EVENT ALCOHOL CONTRACT STATEMENT
Required In Order To Receive Rental Deposit**

Event Name: _____ Event Date: _____

Event Organizer/Person Completing This Form Name: _____

Address: _____

Email: _____

Phone Number: _____

As fully described in detail below, I hereby state that alcohol will be served at this invitation only private event. I understand that I must abide by all municipal and state laws. I understand that I am responsible for the consumption of alcohol by event attendees, and underage drinking is prohibited. I further state that I am legally liable for any and all damages to the facility and other public and private property in park during this event. I understand that failure to abide by the law will result in legal enforcement to the fullest extent of the law.

Name: _____

Date: _____

EXPECTED ATTENDANCE: _____

EXPECTED NUMBER OF ATTENDEES 21 YEARS OF AGE OR YOUNGER: _____

PRODUCT SERVED:

___ Non-alcoholic beverages. Describe in detail: _____

___ Beer, wine coolers or other fermented malt beverages: Describe in detail: _____

___ Wine: Describe in detail: _____

___ Liquor: Describe in detail: _____

The City of Waterloo reserves the right to require Licensed Operator's to serve at any private event and it reserves the right to require Event Security to be present during any private event.

Police Department Notes:

Parks Coordinator Notes:

Name of facility
CLEAN UP CHECK LIST
Required In Order To Receive Rental Deposit

EVENT NAME: _____

PERSON COMPLETING THIS FORM NAME: _____

PHONE NUMBER: _____ ALTERNATE PHONE NUMBER: _____

CHECK LIST

- _____ Spot clean and pick-up all bathrooms
 - _____ Stack clean tables and chairs in an orderly manner. Place all chairs to original location
 - _____ Sweep floor and spot mop if necessary, including restrooms
 - _____ Dispose of all trash in receptacle bin (**describe location**)
 - _____ Clean kitchen counters and prep tables
 - _____ Wipe stove and make sure it is **turned off**
 - _____ Make sure ALL doors are securely closed
 - _____ Turn off all lights
 - _____ Lock main entry door; make sure ALL doors are securely closed
 - _____ Return keys in manner described here: _____
-

SIGNATURE: I am confirming here that all the applicable check list items have been completed.

COMMENTS: _____

RATE YOUR EVENT EXPERIENCE BELOW:

Great **Terrible**
10 9 8 7 6 5 4 3 2 1 0

WOULD YOU RECOMMEND WATERLOO PARKS TO A FRIEND?

YES

NO