



# PAVILION PERMIT

## KEN WINDL PARK PAVILION

11615 West Rawson Avenue, Franklin, WI 53132

### THIS PERMIT MUST BE POSTED AT PAVILION ON DAY OF RESERVATION

- This permit entitles you to the following items: Use of the indoor pavilion (limit 50 persons), range, refrigerator, electricity, picnic tables and water. **Playground equipment and tennis courts must be shared with the general public.**
- No refunds are allowed unless requested in writing at least thirty (30) days before the pavilion permit date. **There will be a \$25 cancellation fee for April 1<sup>st</sup> through November 30<sup>th</sup> rentals. For December 1<sup>st</sup> through March 31<sup>st</sup> rentals, there will be no cancellation fee if rescheduled due to weather. If staff efforts were made to accommodate the rental prior to notification, a \$25.00 cancellation fee will be charged.** Notification is to be given with the foresight that DPW will have the facility ready for use by 11am. Rescheduling notification is to be given as soon as possible to the Clerk's Office, or Police Department if after 5pm on weekdays. Park permit fees are based on attendance and are set by the Park Commission. **A security deposit of \$200.00 is required for this location.**
- Rides, games, tents and other equipment are not permitted on park property unless approval has been granted. **Mechanical rides, dunk tanks, inflatables, etc. must obtain a separate Entertainment and Amusement License**, which must be approved by the Licensing Committee and the Common Council. Inspections will be made prior to the event by the Electrical, Building and Fire departments. **All tents and food trucks** will require special approval from the Parks Commission and will be subject to additional fees.
- Parking is permitted in designated parking lot or road areas only. Cars and other vehicles are not permitted in park areas, except for five (5) minutes for unloading and pick-up periods only.
- No staples, tape or thumb tacks are to be used in park pavilion. If removal of such is required after your rental you will be charged for damages and the amount will be deducted from your deposit.
- **Gum, silly string, confetti, paint, chalk, glitter, and water balloons are strictly prohibited.**

Note: The pavilion is available from 11:00 am - 8:00 pm. All decorating, set-up and clean-up must be done within your rental time.

**Please pick up the key** for the pavilion at the Franklin City Clerk's Office, 9229 W. Loomis Rd, Monday thru Friday, 8:30 am – 5:00 pm, no more than four (4) business days before your reservation. Call (414) 425-7500 for additional information.

Name/Type of Group (PLEASE PRINT): \_\_\_\_\_

Permit Holder: \_\_\_\_\_ Type of Activity: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Summer Rental: Number in Group: 1-50       Resident/\$225       Non-Resident/Additional \$150

Winter Rental: Number in Group: 1-50       Resident/\$325       Non-Resident/Additional \$175

**(Note: Groups exceeding the number specified on permit will be subject to additional fees. Parks will be monitored by park personnel.)**

\$200 Security Deposit (refundable after Council approval)

Beer, wine & alcohol consumption only. Sale of same is not permitted.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ am to \_\_\_\_\_ pm (Available from 11:00 am to 8:00 pm)

I have read, understand and agree that the area and facilities will be used in accordance with the ordinances, rules and regulations of the City of Franklin Common Council and the Park Commission. Please read rules and regulations on the reverse side before signing.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

In case of emergency, or to report any problems on the day of your reservation, please call  
**City of Franklin Police Department (414-425-2522)**  
and/or, Monday thru Friday from 7:00 am – 3:30 pm, City of Franklin Park Staff (414-425-2592)

\*\*\*\*\*  
**FOR OFFICE USE ONLY**

DATE: \_\_\_\_\_  APPROVED       REJECTED

Receipt No. \_\_\_\_\_

Approved by: \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_  
Band Shell Fee: \$ \_\_\_\_\_  
Deposit: \$ \_\_\_\_\_ 200.00  
**TOTAL:** \$ \_\_\_\_\_

**Make Checks Payable to: CITY OF FRANKLIN**

## PERMIT RULES AND REGULATIONS FOR USE OF FRANKLIN PARKS

As residents, we share and enjoy over 150 acres of parks. We also share in a major responsibility to preserve and properly use our public facilities. Knowledge of, and adherence to, park rules and regulations will help create an awareness and appreciation of our valuable park and recreation investment.

1. Pavilion rental is available from 11:00 am to 8:00 pm. All decorating, set up and clean up must be done within your rental time.
2. Beer, wine and alcohol consumption is not allowed unless authorized and indicated on park permit. Sale of same is not permitted.
3. No commercial sales, for profit, of any kind are allowed on park property. Solicitations, donations or contributions are not permitted, except where authorized by permit.
4. Live music is prohibited unless indicated on park permit. Both canned and live music cannot exceed 55 decibels from point no greater than 150' from point of sound origin, including use of radios, stereos, karaoke and other audio devices per City Ordinance.
5. No telephone reservations are accepted.
6. A pavilion permit is required to reserve the pavilion and picnic areas. Rides, games, tents and other equipment are not permitted on park property, unless indicated on park permits. Mechanical rides, dunk tanks, inflatables, etc. must obtain a separate entertainment and amusement license, which must be approved by Licensing Committee and the Common Council. Inspections will be made prior to event by the electrical, building and fire departments. Tents cannot be erected prior to contacting the City and shall be subject to inspection.
7. Fires may only be started and maintained in proper receptacles, such as grills, and can be used for food preparation only. Ground fires are not allowed at any time.
8. Parking is permitted in designated parking lot or road areas only. Cars and other vehicles are not permitted in park areas, except for five (5) minutes for unloading and pick-up periods only.
9. Litter and other waste must be deposited in proper City garbage receptacles. Failure to comply will result in future denial of park permit requests and could result in a fine. Dumping of any waste matter, of any kind, is prohibited in any City Park or public property.
10. No refunds are granted unless requested in writing at least thirty (30) days prior to park permit date. There will be a \$25 cancellation fee for April 1<sup>st</sup> through November 30<sup>th</sup> rentals. For December 1<sup>st</sup> through March 31<sup>st</sup> rentals, there will be no cancellation fee if rescheduled due to weather. If staff efforts were made to accommodate the rental prior to notification, a \$25.00 cancellation fee will be charged. Notification is to be given with the foresight that DPW will have the facility ready for use by 11am. Rescheduling notification is to be given as soon as possible to the Clerk's office, or Police Dept. if after 5pm on weekdays.
11. Overnight camping is prohibited.
12. Motorized vehicles, including off-street and/or recreational vehicles, are not permitted, unless otherwise posted.
13. Animals in park areas must be leashed at all times, per City Code. Any animal waste must be removed or deposited in a proper receptacle.
14. Destruction, injury, defacement or removal of city property is prohibited per City Code.
15. Firing or discharge of any projectile in a park is prohibited, per City Code.
16. Games and/or amusements are to be conducted only in the designated area approved by the Park Commission and the Common Council.
17. In case of snow or icy conditions, the City parks trails will not be maintained. The City is not liable if injury occurs.
18. Any form of golf is not permitted in any City Park.

Violation of park/pavilion rules and a violation of local and/or state laws can result in a fine, imprisonment or both. City of Franklin Park Staff (414-425-2592) and/or City of Franklin Police Department (414-425-2522) will implement enforcement of park rules and regulations.

***Promote Parks Positively!***

**Thank You for Your Participation and Cooperation**