



**Wisconsin Dells/Lake Delton  
Parks & Recreation Department**

300 La Crosse St • Wisconsin Dells, WI • Phone: (608) 254-7458 • Fax: (608) 254-7329  
www.citywd.org

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## APPLICATION FOR RENTAL OF PARK SHELTERS

### **Reservations**

Reservations are taken the first day the office is open after January 2<sup>nd</sup> for each calendar year. All fees are due at the time of reservation. Please call the Parks & Rec Department at (608) 254-7458 for shelter availability **before** sending in a rental application form and payment.

### **Fees**

City/School District Resident Fee.....\$60.00  
Non-Resident Fee.....\$250.00  
If you are a School District coming to the area on a field trip and wish to use the park.....\$35.00

### **Refund/Cancellation Policy**

If a shelter reservation is cancelled at least fourteen (14) business days in advance, customers may receive a 50% refund. No refund is given if a shelter reservation is cancelled with less than a 14 day notice. No refund for inclement weather.

### **Emergency Contact Information**

If you experience issues on the day of your rental, please call the Wisconsin Dells Police at 253-1611 or Lake Delton Police at 254-2558. Please bring a copy of your confirmation email with you to the park to verify your reservation.

### **General Rules for Park & Shelter Use**

- Park Hours: Sunrise to 10:00 pm daily
- All trash must be placed in trash receptacles provided at the shelter.
- If WD/LD P&R needs to repair or clean up after your event the responsible party will be billed for damages and/or labor.
- Be courteous of other park patrons.
- The basketball courts, tennis courts, ball field, playground, restrooms and general park amenities will remain open to the public at all times unless specific arrangements are made.
- Any use of charcoal must be extinguished before your party leaves the park for safety reasons.
- No small debris permitted (piñata, confetti, glitter, bird seed, etc)
- Decorations are allowed – use push pins to install and remove when done. No staples.
- No inflatables or temporary structures (including trailers, dunk tanks, tents, etc)
- No sales of any kind without proper permit.
- No vehicles are allowed on park property at any time. Loading & unloading of a vehicle must be done from the parking lot or street parking only.
- Number of people expected will be indicated on the reservation form.
- Glass containers are not allowed.
- NO alcohol in parks.
- Small radios are permitted. Amplified devices are not allowed.
- It is your responsibility to monitor weather to insure your own safety – our shelters are not intended to protect you from severe weather.
- Bring rental form and confirmation email with you for proof of reservation.
- Leave the park better than you found it!

*\*Renter should keep this page for reference\**

# APPLICATION FOR RENTAL OF PARK SHELTERS

Date Submitted: \_\_\_\_\_

Fee (Check One):

Date Requested: \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_ City/School District Resident - \$60.00

Facility Requested: \_\_\_\_\_

\_\_\_\_ Non-Resident - \$250.00

Function Description: \_\_\_\_\_

\_\_\_\_ Visiting School District - \$35.00

Number of People Anticipated: \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

**Address of Applicant:** \_\_\_\_\_

**Daytime Telephone Number:** (\_\_\_\_) \_\_\_\_\_ **Cell phone:** (\_\_\_\_) \_\_\_\_\_

**Email (Required):** \_\_\_\_\_

## STATEMENT OF UNDERSTANDING:

The applicant named above on this application will be responsible for the conduct of the special event, the condition of the facility, and will be responsible for any and all damage created by their event. The City of Wisconsin Dells will not deny anyone the use of these facilities based upon race, color, creed, national origin, handicap or religion. The applicant for her/himself and for other persons, organizations, firms and corporations, does hereby hold harmless the City of Wisconsin Dells and Village of Lake Delton, and each and every of its elected and appointed officials, employees, representatives, agents, heirs and assigns, jointly and severally from and against any and all claims, causes of action, actions, liabilities, demands, losses, damages, and/or expenses of whatsoever kind and nature including counsel or attorney's fees, which may, at any time, be incurred or sustained arising from, resulting from the event.

A representative of the group must be present at all times during the function and all members of party must adhere to the rules listed on the first page of this document.

\_\_\_\_\_

\_\_\_\_\_

**Applicant/Responsible Party's Signature**

**Date**

Please return this form with  
payment to:

City of Wisconsin Dells  
ATTN: Parks & Recreation  
300 La Crosse St.  
Wisconsin Dells, WI 53965

### **Office Use Only:**

Date Approved: \_\_\_\_\_ By (staff initial): \_\_\_\_\_

Paid: \_\_\_\_\_ YES \_\_\_\_\_ NO

Check One: \_\_\_\_\_ Cash \_\_\_\_\_ Check #: \_\_\_\_\_

Date Denied: \_\_\_\_\_ By (staff initial): \_\_\_\_\_

Reason: \_\_\_\_\_



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### Wisconsin Dells/Lake Delton Park Information

	<b>Bowman Park</b>	<b>Veteran's Park</b>	<b>Rotary Park</b>	<b>Jenkins Lookout Park</b>	<b>Captain Bob's (Lake Delton)</b>	<b>Ralph Hines Park (Lake Delton)</b>
<b>Address/Location</b>	700 Broadway Wisconsin Dells, WI 53965	510 Veterans Dr Wisconsin Dells, WI 53965	905 Indiana Ave Wisconsin Dells, WI 53965	East side of River Rd (1.5 blocks north of Broadway St)	On Miller Dr (next to Poppy Waterman Ice Arena)	410 West Delavan St (next to Lake Delton Grade School)
<b>Shelter</b>	Yes	Yes	Yes	No	Yes	Yes
<b>Parking</b>	Street parking stalls	Minimal off-street near pool/shelter Large lot nearby	Minimal off-street	Minimal off-street	Off-Street & Street parking stalls	Street parking stalls
<b>Restrooms</b>	Yes	Yes	Yes	No	Yes (Poppy Waterman Ice Arena)	Yes
<b>Picnic Tables</b>	12	10	5	-	12	12
<b>Grills</b>	Yes	Yes	No	No	Yes	Yes
<b>Electrical Outlets</b>	Yes	Yes	Yes	No	Yes	Yes
<b>Drinking Fountains</b>	Yes	Yes	No	No	Yes	Yes
<b>Play Equipment</b>	Yes	Yes	Yes	No	Yes	Yes
<b>Basketball Courts</b>	Yes	No	No	No	No	Yes (Lake Delton Grade School)
<b>Tennis Courts</b>	No	No	No	No	No	Yes
<b>Baseball/Softball Fields</b>	No	Yes	Yes	No	Yes	No
<b>Public Pool</b>	No	Yes (additional fee)	No	No	No	No

The parks listed above are the parks that we allow reservations. The baseball fields at Rotary, Veterans, and Captain Bob's Park are not included as part of your reservation.

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