

# Village of Holmen

421 S. Main St., P.O. Box 158  
Holmen, WI 54636

Office (608) 526-2152 Fax (608) 526-4357 Parks Staff 780-0702  
www.holmenwi.com/holmenpr/



## 2026 HALFWAY CREEK PARK BAND SHELL / APPLICATION AND PERMIT

COMPLETE THE REQUESTED INFORMATION AND RETURN ENTIRE FORM TO:

Village of Holmen Park and Recreation Department – P.O. Box 158, 421 S. Main St., Holmen, WI 54636 (608) 526-2152

**Complete applications are due 45 days prior to any event  
in order to obtain Department, Committee, or Village Board approval, if required.**

Name of Event: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Requested Reservation Date(s): \_\_\_\_\_ Times Requested: \_\_\_\_\_

Setup Begins: Date \_\_\_\_\_ Time: \_\_\_\_\_ Event Begins: Date \_\_\_\_\_ Time: \_\_\_\_\_  
Event Ends: Date \_\_\_\_\_ Time: \_\_\_\_\_ Rain Date(s): Date \_\_\_\_\_ Time: \_\_\_\_\_

Event Intended For:  Private  Community  Village  School  Commercial  Other \_\_\_\_\_

Type of Event:  
 Concert  Wedding  Private Party  Walk/Run  Informational  Political  Athletic Event/Tournament  
 Special Event  Festival  Street Closure  Fireworks  Other: \_\_\_\_\_

Applicant/Organization: \_\_\_\_\_ Reserved By (Name): \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of User  Business  Individual  Village Sponsored  School Sponsored  
 Non-Profit, provide proof of 501 (c)(3) tax exempt # \_\_\_\_\_  Copy of non-profit certificate attached

Is the applicant the sponsor?  Yes  No If no, who is: \_\_\_\_\_

Contact Person(s) For Event: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
 Event Information Phone Number: \_\_\_\_\_ Website: \_\_\_\_\_

Description of Event: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Facilities & Equipment Requested For Event: \_\_\_\_\_  
 \_\_\_\_\_

Estimated Daily Attendance: \_\_\_\_\_ Estimated Total Attendance: \_\_\_\_\_

### HALFWAY CREEK PARK BAND SHELL FEES - PAYABLE TO THE VILLAGE OF HOLMEN TREASURER

GROUP/DAY OF THE WEEK - RATES	FEE & REFUNDABLE DEPOSIT	OTHER
<input type="checkbox"/> VILLAGE SPONSORED PROGRAMS	\$0	
<input type="checkbox"/> PUBLIC USE/NON-PROFIT: 8:30 AM – 10 PM	\$150 per day fee and \$100 deposit	Subject to additional maintenance costs based on requests.

<input type="checkbox"/> Total Fees: \$ _____	<input type="checkbox"/> Deposit: \$ _____	<input type="checkbox"/> Other: _____
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**Village of Holmen**  
**HALFWAY CREEK PARK BAND SHELL / APPLICATION AND PERMIT**

Please answer the following questions concerning your event. Incomplete or inaccurate answers may void your permit.

- Will the event may attract more that 500 persons over the course of a day?** Yes No
  - Describe: \_\_\_\_\_
  - Proof of insurance - \$1,000,000 Per Occurrence Liability Coverage, if required. (Not required for weddings, family parties)
- Amplified sound or live bands?** Yes No
  - Describe: \_\_\_\_\_
  - Ordinance §121-1. Park Regulations. No person shall operate or play any amplifying system without an approved event permit issued by the Village.
- Sound system needs?** Yes, need Village equipment No, using own sound equipment No sound needs
  - If yes, Lights PA System CD Player Microphones # \_\_\_\_\_ Mic Stands # \_\_\_\_\_ Concession Stands  Other
  - Describe: \_\_\_\_\_
  - Users must arrange a meeting with Park staff if using the Band Shell sound system or hooking on to system.
  - Sound Contractor/Producer: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_
- Electricity needed?** Yes No
  - Describe: \_\_\_\_\_
- Any special effects?** Yes No
  - If yes, Lights Lasers Fireworks  Other \_\_\_\_\_
  - Describe: \_\_\_\_\_
- Will you use temporary structures?** Yes No
  - If yes, Stages Tents Scaffolding Booths Fences Concession Stands  Other
  - Describe: \_\_\_\_\_
- Water needed?** Yes No
  - Describe: \_\_\_\_\_
- Will be putting up large tents or tents that require stakes to be driven into the ground?** Yes No
  - Describe: \_\_\_\_\_
  - None are allowed or renting group must pay to have Village of Holmen specified electrician and irrigation companies locate lines. If stakes are driven into the ground, users are responsible for complete repair costs, regardless of prior location marking.
- Will you be charging an admission fee?** Yes No
  - Admission fees or entry fees may not be charged without special Village Board approval. In most cases, admission fees are not permitted to be charged by users, the park is free and open to the public. Free-will contributions are allowed if specified in the application, completely voluntarily submitted, and confined to the Band Shell area.
  - Describe: \_\_\_\_\_
- Retail sales of goods or merchandise?** Yes No
  - Describe: \_\_\_\_\_
- Sales or service of food – prepared or pre-packaged?** Yes No
  - Describe: \_\_\_\_\_
- Selling or distributing beer or wine?** Will Alcohol be present? Yes No Will Alcohol be sold? Yes No
  - Describe: \_\_\_\_\_
  - If the organization is requesting alcohol sales, you must apply for an alcohol permit for the Village Clerk (421 S. Main St., Holmen, 608-526-4336).
- Amusement rides or Inflatables**
  - Describe: \_\_\_\_\_
- Restrooms & Portable Toilets** (number provided, company, locations, delivery, pickup, etc)
  - Describe: \_\_\_\_\_
- Parking**
  - Describe: \_\_\_\_\_
- Do you plan to drive vehicles onto Parkland?**
  - Describe: \_\_\_\_\_
  - Ordinance §121-1. Park Regulations. Motorized Vehicles. Except for authorized maintenance or emergency vehicles, no person shall operate an unlicensed or licensed motorized vehicle outside of areas specifically designated as parking areas or areas where the operation of such vehicles is specifically permitted. Motor vehicles are restricted to the roads and drives and parking areas. No motor vehicles of any nature may be used on the seeded areas except vehicles which have a Village Board authorization for shows, rides or exhibits and then only for the purpose of loading and unloading.
- Signs or banners** (Can be posted day of the event only)
  - Describe: \_\_\_\_\_
  - How will they be attached, posted, or hung? \_\_\_\_\_
- Staging or Seating** (None are available from the Village of Holmen, user must arrange with rental company.)
  - Describe: \_\_\_\_\_
- Bleachers or other fixtures** (None are available from the Village of Holmen, user must arrange with rental company.)
  - Describe: \_\_\_\_\_
- Have you made any provision for on-site security?** Yes No
  - Describe Security Protection (Include Police, Fire, and First Responders): \_\_\_\_\_
  - \_\_\_\_\_
- Have you made any provision for on-site medical services?** Yes No
  - Describe: \_\_\_\_\_
- Describe Emergency Evacuation Procedures**
  - Describe: \_\_\_\_\_

Other Notes: \_\_\_\_\_

Village of Holmen  
**HALFWAY CREEK PARK BAND SHELL / APPLICATION AND PERMIT**

Map of event layout (if needed)



Village of Holmen  
**HALFWAY CREEK PARK BAND SHELL / APPLICATION AND PERMIT  
 PERMIT USAGE AGREEMENT**

**ORDINANCES:**

Sponsors, participants and organizers of special events must comply with all applicable state, federal and municipal regulations and ordinances.

**DAMAGES or CLEAN UP:**

Permit applicants shall be held liable for any and all damages or injuries to persons or property that may occur or be caused by the use of the permit. If required, damage to village property or clean up after an event shall be invoiced to the event organizer following the event's conclusion. Repairs and damages will be assessed and repaired to pre-event conditions by the Village of Holmen or its selected contractor, not by the event permit holder.

**HOLD HARMESS AGREEMENT:**

I, the undersigned applicant, certify that the permit is accurate and complete. I understand that inaccurate information is grounds for cancellation of any event and may jeopardize future events.

The applicant agrees to hold harmless and indemnify the Village of Holmen, its officers, agents, and employees for any and all types of claims, actions, or expenses arising out of the applied for activity, and agrees to defend the Village, its officers, agents, and employees at no cost to the Village of Holmen should any claim or action be asserted.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please attach the following to complete your application:**

- Event schedule (include flyers, dates and times for set-up, event, and clean up).
- Map of event layout (if required).
- Non-Profit Groups: Attach copy of tax-exempt 501 (c)(3) tax-exempt status.
- Proof of insurance - \$1,000,000 Per Occurrence Liability Coverage, if required. (Not required for weddings)
- Copy of any other park or shelter rental agreement, if applicable to your event.
- Application fees & Deposits \$ \_\_\_\_\_

**HALFWAY CREEK PARK BAND SHELL / APPLICATION AND PERMIT  
 APPROVALS**

Event: \_\_\_\_\_ Date(s): \_\_\_\_\_ Time: \_\_\_\_\_  
 Reserved By: \_\_\_\_\_ Event Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Meeting with Village Departments (if required) Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_  
 Additional Meetings: \_\_\_\_\_

- |  |     |   |     |   |     |
|--|-----|---|-----|---|-----|
| <input type="checkbox"/> Proof of Insurance Provided | N/A | <input type="checkbox"/> Map of Event Provided  | N/A | <input type="checkbox"/> Fees Paid \$ _____           | N/A |
| <input type="checkbox"/> Alcohol Permit              | N/A | <input type="checkbox"/> Shelter Permit         | N/A | <input type="checkbox"/> Deposits \$ _____            | N/A |
| <input type="checkbox"/> Diggers Hotline             | N/A | <input type="checkbox"/> Electrical             | N/A | <input type="checkbox"/> Water                        | N/A |
| <input type="checkbox"/> Live or Amplified Sound     | N/A | <input type="checkbox"/> Using Own Sound System | N/A | <input type="checkbox"/> Requesting Band Shell System | N/A |
| <input type="checkbox"/> Microphones # _____         | N/A | <input type="checkbox"/> Lights                 | N/A |   |     |
| <input type="checkbox"/> Keys Needed: _____          | N/A | <input type="checkbox"/> Restrooms              |     | <input type="checkbox"/> Other: _____                 |     |

Approved: Yes No N/A \_\_\_\_\_ Date: \_\_\_\_\_ - Chief of Police  
 Approved: Yes No N/A \_\_\_\_\_ Date: \_\_\_\_\_ - Fire Chief  
 Approved: Yes No N/A \_\_\_\_\_ Date: \_\_\_\_\_ - Director of Public Works  
 Approved: Yes No N/A \_\_\_\_\_ Date: \_\_\_\_\_ - Park & Recreation Director  
 Approved: Yes No N/A \_\_\_\_\_ Date: \_\_\_\_\_ - Administrator/Clerk  
 Approved: Yes No N/A \_\_\_\_\_ Date: \_\_\_\_\_ - Committee  
 Approved: Yes No N/A \_\_\_\_\_ Date: \_\_\_\_\_ - Village Board

Permit Issued: \_\_\_\_\_ Date \_\_\_\_\_ By: \_\_\_\_\_  
 Park & Recreation Director, Assistant Director, Clerk, Deputy Clerk

Copies To:  1) Applicant,  2) Village Treasurer (w/fee),  3) Parks Staff 4) Police Department  Original to: Park & Recreation Director  
 Entered in:  Band Shell Calendar  ActiveNet Reservations

Deposit of \$ \_\_\_\_\_ refunded?  Yes  Returned, date: \_\_\_\_\_ by \_\_\_\_\_  
 No, state reason \_\_\_\_\_ by \_\_\_\_\_



## **HALFWAY CREEK PARK BAND SHELL / APPLICATION AND PERMIT RULES GOVERNING USE**

### **Policies, Terms and Conditions**

The following policies will govern the Permit System of the Halfway Creek Park Band Shell and the use of the facility.

#### **1. Band Shell Scheduling -**

- a) The Halfway Creek Park Band Shell is intended for the use and enjoyment of the Village of Holmen residents and visitors to our area. The Band Shell is a multi-use facility capable of accommodating performances, plays, concerts, family-oriented cultural and social events.
- b) The Holmen Parks and Recreation Director, Park & Recreation Committee, and Village Board are responsible for scheduling all events at the Band Shell and for approving permits for its use. The Director, Committee, and Village Board will work together to promote Band Shell events for the benefit of the community.
  - (i) **Priority of Scheduling** – 1. Village sponsored events, 2. School district/Community events, 3. Public events/Private events.
- c) **Band Shell Application and Permit** –
  - (i) Permit Applications can be obtained at the Holmen Village Hall (421 S. Main St., Holmen, WI) or from the Village of Holmen website [www.holmenwi.com](http://www.holmenwi.com).
  - (ii) Applicants must **accurately and completely submit a Halfway Creek Park Band Shell Reservation Form, along with all required fees, deposits, and proof of insurance** (if required) **at least forty-five (45) days in advance** of the date required.
  - (iii) Major events (over 500 people attending) requiring special approvals may require additional forms or permits to be completed.
  - (iv) **Submit the complete application and other required materials to the Holmen Village Hall, main office at 421 S. Main Street, Holmen at least 45 days before the event.**
- d) **Reservations Accepted** –
  - (i) **Village/Approved Community Events: By 3<sup>rd</sup> Friday of December** - Village of Holmen approved community events (determined by Director/Village Board) must submit **complete applications along with all fees, deposits, and insurance proof** by the 3<sup>rd</sup> Friday of December to reserve dates for the upcoming year, prior to general public reservations.
  - (ii) **Public/School/Non-Profit Events: Beginning the first working day in January** - Reservations by the general public will be accepted beginning the **first working day of January for that year only**.
- e) **Dates & Times** –
  - (i) The Band Shell may be reserved, weather permitting, from 8:00 a.m. to 10:00 p.m., May 1 through October 31, and at other times with advance written permission from the Director.
  - (ii) No one is allowed in band shell after 10:00 p.m. Band Shell hours may be extended by special action of the Village Board.
  - (iii) **Alternate dates** – No person or group will be guaranteed alternate dates for his or her event at the time of application. Alternate or rain dates may be noted on the application, but unless those dates are also reserved and paid for, those dates will be available for reservation by any other person or group. Refunds will not be issued for an alternative date not used.
- f) **Eligible Events** –
  - (i) **Uses** - The facility may be used for such purposes as deemed suitable to the facility by the Park, Recreation & Library Committee, Village Board, or Director.
  - (ii) **Approved Activities** –
    1. Activities that are in accordance with policies and procedures approved by the Village Board and the Committee and are activities whose physical needs can be met by the physical capabilities of the Band Shell and Park support facilities, e.g., seating, parking, or sanitation facilities.
    2. Activities that do not limit the enjoyment of the park by other users or disturb the peace of the community.
  - (iii) **Not Approved Events** - Any event that would harm the general welfare of the public or which would be in violation of any other village ordinance or state law is not an acceptable. The event must be compatible with the surrounding area, park, and neighborhood. The village will have a copy of all scheduled events and may check the facility at any time. .

- g) **Approvals –**
    - (i) All reservations are subject to Park, Recreation & Library Committee and/or Village Board approval and applications will be reviewed and approved on a monthly basis, based on their significance to the Village of Holmen, not necessarily by the submitted date of application.
    - (ii) Applications must be submitted by the last week of the month, to be included on the agenda for the upcoming month.
2. **Fees –**
- a) Payable to the **VILLAGE OF HOLMEN TREASURER**. Separate payments must be submitted for fees and deposits.
  - b) The applicable fee will be assessed as determined by Village of Holmen Board (see current permit for fees).
  - c) **Deposit Required** – Each applicant must pay a minimum \$100 refundable deposit for each event. If the Director determines that a specific event will result in atypical expenses to the Village (unusual electricity use, trash clean up, etc.), the Director may require an additional deposit to cover those costs. The Director may also assess additional fees after an event to cover costs of excessive clean up, property damage, and other expenses incurred by the Village. The Director may cancel an organization’s future events if these charges are not paid.
  - d) **Additional Costs** - Where an event at the Band Shell causes the Village an expenditure in manpower, damages, or services over and above the normal requirements, the Department will charge such costs to the Permit Holder. Permit applicants shall be held liable for all damages or injuries to persons or property that may occur or be caused by the use of the permit. If required, damage to village property or clean up after an event shall be invoiced to the event organizer following the event’s conclusion. Repairs and damages will be assessed and repaired to pre-event conditions by the Village of Holmen or its selected contractor, not by the event permit holder
  - e) Refunds will be issued if the Village is notified at least 14 days prior to the reservation date. **Cancellation notices must be made in writing. There will be a \$5.00 service charge for all refunds.**
3. **Insurance –**
- a) **Proof of insurance must be provided** – Individuals/Groups planning a special event in a Village park must provide evidence of insurance to the extent of \$1,000,000 minimum liability and \$25,000 property damage wherein the Village of Holmen is named the insured, **if required**.
  - b) Insurance will not usually be required for weddings and family gatherings. The Director may require proof of liability insurance appropriate to any specific event. The Director may also impose additional conditions, as the Director deems necessary to ensure public safety and protect property.
  - c) The insurance certificate will be presented to the Park and Recreation Department prior to granting approval for the public event. The Village of Holmen reserves the right to review and approve the sponsor’s waiver statement.
  - d) For assemblies expected to be greater than 500, the organizer may be required to obtain additional permits and attend pre-event meetings with Village of Holmen personnel.
4. **Crowd Control –**
- a) **Security Plan** - The Permit Holder must maintain a system of crowd control satisfactory to the Village Board and Holmen Police Department and this plan must be identified on the application form.
  - b) **Security personnel** - The event sponsor shall employ, at its own expense, such security personnel as are necessary and sufficient to provide for the adequate security and protection of the maximum number of persons at the event and for the preservation of order and protection of property in and around the site of the event. No permit shall be issued unless the Holmen Police Chief is satisfied that such necessary and sufficient security personnel will be provided by the sponsor for the duration of the event.
5. **Vandalism and Security –**
- a) The Permit Holder will be held responsible for any damage to the facility during their activity. An inspection of the premises will be made during and following each activity by Parks personnel. Any damage found will be charged to the Permit Holder group, if it is determined that the Permit Holder was in some respect responsible for the damage done.
  - b) The Permit Holder will be responsible for the security of their own equipment. Any lost or stolen items, or any damage to the user's equipment, will be entirely the user's responsibility.
  - c) The Village of Holmen will not accept any responsibility for the storage or security of any goods or equipment brought to the premises by a user group.
6. **Rules and Regulations –**
- a) All local ordinances, fire and safety regulations, state laws, and building regulations apply to use of the Band Shell.
  - b) All users must obey the **Ordinance §121-1** concerning **Park Regulations** (available on website or by request).
  - c) **NO GLASS CONTAINERS ALLOWED IN VILLAGE PARKS.**
7. **Permit Holder Responsibilities - Conditions of Use**
- a) The Village of Holmen reserves the right to stipulate certain conditions concerning the use of the Band Shell.
  - b) Attend all required meetings as requested by the Village of Holmen.
  - c) The Holmen Parks & Recreation Department staff will have the restrooms open and stocked, electrical outlets available, and lighting access opened or you will be issued a key.
  - d) **Rental patrons are required to the following:**
    - (i) Set up as necessary, at the time indicated on the **approved** permit.

- (ii) Arrive and depart at the times specified on the rental permit. Leave all rented areas clean and free of trash. Please remove any personal items and leave the location in the same condition as it was found or better.
  1. Village Staff IS NOT RESPONSIBLE FOR SETUP OR TEAR DOWN. This is the sole responsibility of the renter.
  2. Confine rental event to the spaces identified and approved on the facility permit.
- e) **Band Shell Equipment –**
  - (i) The following items are available and may be requested: room 102 (behind main stage), public address system, CD player, microphones, microphone stands, and permanent lighting.
  - (ii) **Users must arrange a meeting with Park staff if using the Band Shell sound system or hooking on to the system.**
    1. Sound and electrical equipment not obtained from the Band Shell must be described in the event application for approval.
  - (iii) **Additional Staging, Seating, Bleachers, or other fixtures –** None are available from the Village of Holmen; users must arrange with a rental company and must be identified on the application.
    1. The Band Shell does not have seating other than lawn seating.
    2. **The user is responsible for providing any tables or chairs necessary for the event.**
    3. Make arrangements for delivery of special items such as tents, inflatable games, tables, chairs, etc. as follows: Delivery of any items on any day and time other than those specified on application is NOT permitted without prior written approval. Similarly, pickup of any items must be done within the time of the application unless prior written approval is agreed upon.
- f) **Music Groups or Groups Using Sound Amplification -**
  - (i) **Ordinance §121-1. Park Regulations.** No person shall operate or play any amplifying system without an approved event permit issued by the Village.
  - (ii) No event may produce noise levels that interfere with or detract from the public's enjoyment of the surrounding area. Noise levels may not exceed 70 decibels at 150 feet during any performance.
  - (iii) Failure by the user to turn the sound down after notification will result in automatic power cut-off by the Village of Holmen personnel, and no further permits will be issued to the violating group or person for a period of one year.
  - (iv) Any person violating any provision of § 112-1 shall upon conviction thereof forfeit not less than \$50 nor more than \$500 for the first offense.
- g) **Public Access to Events -** No organization or event may have exclusive use of the Band Shell and park area – the public is welcome at any event, subject to admission fees where applicable.
- h) **Admission Fees -** Admission fees or entry fees may not be charged without special Village Board approval. In most cases, admission fees are not permitted to be charged by users, the park is free and open to the public. Free-will contributions are allowed if specified in the application, voluntary, and confined to the Band Shell area.
- i) **Vehicles onto Parkland - Ordinance §121-1. Park Regulations. Motorized Vehicles.** Except for authorized maintenance or emergency vehicles, no person shall operate an unlicensed or licensed motorized vehicle outside of areas specifically designated as parking areas or areas where the operation of such vehicles is specifically permitted. Motor vehicles are restricted to the roads, drives, and parking areas. No motor vehicles of any nature may be used on the seeded areas except vehicles which have a Village Board authorization for shows, rides or exhibits and then only for the purpose of loading and unloading.
- j) **Large tents or tents that require stakes to be driven into the ground -** None are allowed or renting group must pay to have Village of Holmen specified electrician and irrigation companies locate lines. If stakes are driven into the ground, users are responsible for complete repair costs, regardless of prior location marking.
- k) **Signs/Banners -** Nailing or tacking into the structure is prohibited. Signage should be identified on the application.
- l) **Vendors -** Vendors who wish to sell products at an event must obtain written approval from the Director. The decision to allow vendors is within the discretion of the Director and/or Park, Recreation & Library Committee, or Village Board, who may consult the applicant before making a decision.
- m) **Alcohol –**
  - (i) If your event will be selling beer or wine, a separate Special Class B License will be required. The license application may be obtained from the Village Clerk. The Temporary Class "B" License must be approved by the Village Board so please allow at least 30 days for processing.
  - (ii) You will also need to hire licensed bartenders to sell alcohol at your event. No hard liquor should be sold at any time and all alcohol sales will cease by 10:00 PM. Please see Alcohol Policy Form for more policies.
- n) **Fireworks -** As provided in Section 167.10(3), Wisconsin Statutes, fireworks users' permits may be issued for festivals or celebrations after proper application to the Village Clerk on forms provided by the village. The village shall require a certificate of liability insurance or similar proof of coverage in an amount not less than \$1,000,000. A copy of the permit and proof of insurance shall be given to the Fire and Police Chiefs at least two days before authorized use. Contact the Holmen Area Fire Department at 608-526-9363.

**o) Supervision –**

(i) Minors/youth groups must be sponsored by a recognized organization and under the supervision of their own adult leadership at all times while on the premises.

(ii) Pets must be on a leash and under the direct control of the owner at all times.

p) **Setup/Clean Up** - Groups/Organizations must clean up and have buildings in order prior to 10:00 p.m. Staff will be there to open and close the event or keys will be issued. Staff is not responsible for the clean up and users will be billed.

(i) **NOTE: Evidence of the event must be removed from the area, or you will forfeit your deposit.**

(ii) Please do not enter the facility until the designated date and time indicated on your application.

**Within the reserved time, groups are expected to complete all preparations and clean up associated.** If extra set up time is needed, this should be indicated on the application.

8. **Revocations of Permits, Refusal of Future Rental** -A permit may be revoked whenever the applicant, its employees or any parties involved fail, neglect or refuse to fully comply with any and all provisions and requirements set forth herein or with any and all provisions, regulations, ordinances, statues or other laws incorporated herein by reference.

### Special Events.

- 1) Permit holders are subject to the rules of the Department, the specific terms and conditions of the permit, and to all applicable Village, State, and Federal laws.
- 2) Permit holders must have the permit in their possession at the time and site of the event, as well as any other permits for the event required by the Department or any other governmental agency.
- 3) After notice and opportunity to be heard, the Village of Holmen may alter or add terms and conditions to a permit, or revoke a permit, based upon the criteria set forth.
- 4) Permit holders must confine their activities to the locations and times specified on their permit. The Village of Holmen may establish specific guidelines for certain designated parks or park locations.
- 5) During the course of an event, the Village of Holmen may suspend a permit where exigent circumstances exist in the vicinity of the location for which such permit has been issued.
- 6) **If a permit holder intends to drive vehicles (e.g. buses, cars, trucks, and vans) into a park for deliveries to an event site or for any other legitimate purpose, the permittee must obtain a separate written permit for each such vehicle, specifying the date, time, route, and parking privilege.**
- 7) Permittees are responsible for cleaning and restoring the site after the event. The cost of any employee overtime incurred because of a permit holders failure to clean and/or restore the site following the event will be borne by the permittee.

## Chapter 121 - ORDINANCES

### Parks and Recreation

§121-1	Park Regulations
§121-2	Turf Protection on Public Property
§121-3	Park Hours
§121-4	Ultra-light Aircraft Regulated
§121-5	Reservation of Park Space or Park Shelters
§121-6	Violations and Penalties
§121-7	Adoption of State Schedules

#### §121-1. Park Regulations.

- (A) **Purpose and Definition.** In order to protect the parks, parkways, recreational facilities and conservancy areas within the Village from injury, damage or desecration, these regulations are enacted. The term "park" as hereinafter used in this Chapter shall include all grounds, structures and watercourses which are or may be located within any area dedicated to the public use as a park, parkway, recreation facility or conservancy district in the Village.
- (B) **Specific Regulations.**
- (1) **Littering Prohibited.** No person shall litter, dump or deposit any rubbish, refuse, earth or other material in any park.
  - (2) **Sound Devices.** No person shall operate or play any amplifying system without an approved event permit issued by the Village.
  - (3) **Bill Posting.** No person shall post, paste, fasten, paint or attach any placard, bill, notice, sign or advertising matter upon any structure, tree or other natural object in any park, except park regulations and other signs authorized by the Village.
  - (4) **Throwing Stones and Missiles Prohibited.** No person shall throw stones or other missiles in or into any park.
  - (5) **Removal of Park Equipment Prohibited.** No person shall remove benches, seats, tables or other park equipment from any park.
  - (6) **Trapping.** No person shall trap in any park unless specific written authority is first obtained from the Village Board.
  - (7) **Making of Fires.** No person shall start, tend or maintain a fire except in personal grills or designated fireplaces. Personal grills shall be used only in designated picnic areas. The use of personal grills is permitted provided lawns and vegetation are not endangered. Unburned fuel and ashes shall be disposed of in such a manner as to prevent fire or damage to any park property.
  - (8) **Protection of Park Property.** No person shall kill, injure or disturb or attempt to injure or disturb waterfowl, birds or animals, wild or domestic, within any park, except as permitted by this Chapter. No person shall climb any tree or remove flowers, vegetation or fruit, wild or cultivated, or break, cut down, trample upon, remove or in any manner injure, deface, write upon or ill use any tree, shrub, flower, flower bed, turf, soil, sand, fountain, ornament, building, structure, apparatus, bench, table, official notice, sign or other property within any park.
  - (9) **Motorized Vehicles.** Except for authorized maintenance or emergency vehicles, no person shall operate an unlicensed or licensed motorized vehicle outside of areas specifically designated as parking areas or areas where the operation of such vehicles is specifically permitted. Motor vehicles are restricted to the roads and drives and parking areas. No motor vehicles of any nature may be used on the seeded areas except vehicles which have a Village Board authorization for shows, rides or exhibits and then only for the purpose of loading and unloading.
  - (10) **Snowmobiles.** No person shall operate a snowmobile or all-terrain vehicle in a Village park except in designated areas.
  - (11) **Speed Limit.** No person shall operate any vehicle in a Village park in excess of 15 m.p.h. unless otherwise posted.
  - (12) **Glass Beverage Bottles in Parks Prohibited.** No person shall bring into, carry onto or possess while in any public park glass bottles or glass containers, including those containing or normally used for containing soda water, fermented malt beverages or alcohol.
  - (13) **Reckless Driving in Parks Prohibited.** No person shall operate a motor vehicle in a reckless manner in any of the public parks of the Village.
  - (14) **Parking in Parks.** No person shall park any motor vehicle in any park in the Village except in a designated parking area.
  - (15) **Horse and Carriages.** No person shall ride a horse or drive a horse-driven vehicle in any park, except on roads or designated bridle paths, except when approval of the Parks and Recreation Department is first obtained. It shall be unlawful for any person to ride a horse or drive a horse-driven vehicle in a careless, negligent or reckless manner which may endanger the safety and well-being of others. Horseback riding shall be allowed only during the daylight hours. No person shall ride a horse which cannot be held under such control that it may be easily turned or stopped. No horse shall be ridden in a reckless manner. Pedestrians shall have the

right-of-way when crossing a bridle path, and whenever groups of people are visible within three hundred (300) feet horses shall be ridden at slow gait.

- (16) **Removing Tree Protectors.** No person shall remove any device for the protection of trees or shrubs.
- (17) **Golfing and Sporting Activities.** No golfing or practicing golf in Village parks or recreation areas shall be allowed except with the use of a whiffle ball in designated areas. All sporting activities must be held in areas so designated for that purpose.
- (18) **Arrows.** No person shall use or shoot any bow and arrow in any Village park.
- (19) **Fees and Charges.** The Village Board, upon the recommendation of the Parks and Recreation Committee, shall have the authority to establish such fees as deemed necessary for use of any park facility, shelter or land area. It shall be unlawful to use such areas without payment of such fee or charge when required.
- (20) **Pets.** Pets, including animals of any species, are allowed in designated areas only. No person having charge or control of any pet shall allow such pet to run at large within any Village park, but shall keep such pet attended and on a leash at all times. Pets must be licensed. Pet owners must pickup and remove any fecal matter deposited by their pet(s).
- (21) **Firearms; Hunting.** Possessing or discharging of any firearm or weapon is prohibited in all Village parks. Said possession or discharge shall be subject to any and all rules and regulations of the Holmen Police Department.
- (22) **Fish Cleaning.** Cleaning of fish in shelters, toilet facilities or picnic areas is prohibited in all Village parks.
- (23) **Controlled Substances.** Possessing, using or dispensing of a controlled substance in violation of the Uniform Controlled Substances Act is prohibited in all Village parks.
- (24) **Camping.** Overnight camping is not permitted in any Village park. Notwithstanding this prohibition, however, the Park and Recreation Board may permit individual persons or groups of persons having a common purpose to remain in one (1) or more designated area/s of a park for some or all of the hours between 11:00 p.m. and 6:00 a.m., during recognized special events open to the general public, subject to the terms and conditions which the Village deems necessary and/or desirable.
- (25) **Utility Installation and Construction.** Any private construction which may in any manner encroach upon or affect the parks and parkways shall be under the direction and jurisdiction of the Village Board and no such installation, repair or construction shall commence without the written permission therefor from the Board. All public works, including construction and installation of power lines, hydrants, sewers and the like shall be commenced only after notice to the Board of intent so to do. Where practicable, such construction and installation shall be performed pursuant to recommendations by the Board.
- (26) **Tennis Courts.** It shall be unlawful for any person to operate, ride or use a skateboard, bicycle, tricycle or other similar device, or roller skates or rollerblades on any public tennis courts. Tennis courts shall be used for tennis purposes only.
- (27) **Swimming.**
  - a. No person shall swim or bathe in any lake, river, creek, lagoon, beach or public swimming pool under the jurisdiction of the Village Park and Recreation Department except at such places and at such times as the Village Board may direct.
  - b. No person shall swim or bathe in any detention or retention pond under the jurisdiction of the Village.

#### §121-2. Turf Protection on Public Property.

Except as authorized by the Parks and Recreation Department, no person shall dig into the turf of any Village-owned property for any purposes whatsoever or remove any trees, shrubs or flowers. Absent authorization by the Parks and Recreation Department, the use of metal detectors and digging for buried objects on Village property is prohibited.

#### §121-3. Park Hours.

- (A) **Park Hours.** Subject to certain exceptions listed below, all Village parks shall be closed from 10:00 p.m. to 8:30 a.m. Deer Wood Park shall be closed from 11:00 p.m. to 8:30 a.m.
- (B) **Exceptions to Closing Hours.** A person driving through a park on a public road; however, stopping shall not be permitted within a park. The Village may modify closing hours for particular events.
- (C) **Park Closing and Opening Dates.** The Park and Recreation Committee will have full authority to open and close any park, beach, facility or area because of season, condition, construction or when, in the interest of public safety, it is deemed necessary.

#### §121-4. Ultra-light Aircraft Regulated.

- (A) **Definition.** An ultra-light aircraft, vehicle or hang glider is an unpowered or powered aircraft which is not subject to extensive regulation by the Federal Aviation Administration by virtue of its characteristics and which is defined as an ultra-light vehicle by 14 C.F.R. Sec. 103.1 and which is defined as an ultra-light aircraft by Sec. 114.195, Wis. Stats.
- (B) **Regulations Regarding Use.**
  - (1) No person shall operate any ultra-light aircraft within the Village in such a manner or in such a location as to endanger or injure any person or property. No person shall operate an ultra-light aircraft in the Village in violation of any applicable state and federal regulations and standards. No person shall cause an ultra-light aircraft to land or to take off from any property without permission of the owner or occupant of said property, provided that an emergency landing may be made to prevent a catastrophe. In the case of landing or taking off from a Village public park or other Village property, the operator of such ultra-light aircraft shall first obtain a permit from the Parks and Recreation Department. A fee may be charged by the Parks and Recreation Department for such permit which may be issued for a period up to thirty (30) days. The Parks and Recreation Department shall not sponsor such activity.
  - (2) Any person desiring to land or to take off from any property owned by the Village of Holmen shall, prior to receiving a permit, procure evidence of insurance providing for not less than Five Hundred Thousand Dollars (\$500,000.00) of coverage for each occurrence for damage to property or personal injury. Evidence of such insurance shall include a certificate of insurance naming the Village of Holmen as an additional insured, and said certificate shall be filed with the Village Clerk at the time the applicant seeks a permit.

**§121-5. Reservation of Park Space.**

- (A) **Policy on Reservation.** The Village-owned park and park facilities and shelter areas are primarily for the nonexclusive use of the residents and visitors of the Village. However, under proper circumstances, exclusive use of the same or parts thereof may be permitted. This Section is intended to regulate exclusive use of municipally-owned parks, park facilities, park shelters or parts thereof in the Village to the end that the general welfare of the Village is protected.
- (B) **Reservation of Park Space.** A person or group, firm, organization, partnership or corporation may reserve the use of a park facility or a park shelter by written application filed with the Parks and Recreation Department for a permit for exclusive use of the same. The Parks and Recreation Department shall issue permits for exclusive use of a portion of a park or park shelter, while the Village Board, upon the recommendation of the Parks and Recreation Committee, shall issue permits for the exclusive use of Village parks. Park facilities are reserved on a first-requested, first-reserved basis. Provided, however, that during the month of January of each year, only residents of the Village of Holmen may reserve the use of a park facility or a park shelter for the current year only. Thereafter, any person or group, firm, organization, partnership or corporation may reserve the use of a park facility or a park shelter for current year only.
- (C) **Application.** Applications shall be filed, in writing, with the Parks and Recreation Department at least thirty (30) days prior to the date on which the exclusive use of the entire park is requested, or at least five (5) days prior to the date on which a park shelter or a portion of a park is to be used, and shall set forth the following information regarding the proposed exclusive use:
- (1) The name, address and telephone number of the applicant.
  - (2) If the exclusive use is proposed for a group, firm, organization, partnership or corporation, the name, address and telephone number of the headquarters of the same and the responsible and authorized heads or partners of the same.
  - (3) The name, address and telephone number of the person who will be responsible for the use of the said park, area or facility.
  - (4) The date when the exclusive use is requested and the hours of the proposed exclusive date.
  - (5) The anticipated number of persons to use the said park, area or facility.
  - (6) Any additional information which the Village Board, Parks and Recreation Committee, Parks and Recreation Department, or Village Administrator/Clerk finds reasonably necessary to a fair determination as to whether a permit should be issued.
- (D) **Fee and Deposit.** The Village Board shall establish a schedule of fees for park space and shelter use. In addition to any required fee, all applicants for reservation of exclusive use of park space for which a permit is required shall also be required to pay a deposit in an amount as determined by the Village Administrator to insure compliance with the permit's terms and to pay for the Village's maintenance and clean-up expenses. Minimum deposit amount of \$100.00 per event day. Applications for reservations for exclusive use of park space shall not be accepted unless accompanied by the deposit and the park fee and a signed agreement for such reservation and/or use. The deposit shall be returned after the use if clean-up or repair by the Village is not required and if all terms of the permit have been fully complied with.
- (E) **Action on Application.** The Village Board or appropriate committee thereof shall act promptly on all applications for permits for exclusive park use (not shelter use) after consulting with the applicant, if necessary.
- (F) **Reasons for Denial.** Applicants may be denied for any of the following reasons:
- (1) If it is for a use which would involve a violation of Federal or State law or any provision of this Code.
  - (2) If the granting of the permit would conflict with another permit already granted or for which application is already pending.
  - (3) If the application does not contain the information required by Subsection (c) above.
  - (4) The application is made less than the required days in advance of the scheduled exclusive use.
  - (5) If it is for a use of the park or park facility at a date and time when, in addition to the proposed use, anticipated nonexclusive use by others of the park or park facility is expected and would be seriously adversely affected.
  - (6) If the law enforcement requirements of the exclusive use will require so large a number of persons as to prevent adequate law enforcement to the park, park facility or shelter area involved or of the rest of the Village.
  - (7) The exclusive use will reasonably create a substantial risk of injury to persons or damage to property.
  - (8) The exclusive use is so poorly organized that participants are likely to engage in aggressive or destructive activity.
- (G) **Indemnification.** Prior to granting any permit for exclusive use of the park, the Village may require the permittee to file evidence of good and sufficient sureties, insurance in force or other evidence of adequate financial responsibility, running to the Village and such other third parties as may be injured or damaged, in an amount depending upon the likelihood of injury or damage as a direct and proximate result of the exclusive use sufficient to indemnify the Village and such third parties as may be injured or damaged thereby, caused by the permittee, its agents or participants.
- (H) **Permit Not Required For Village Activity.** A permit is not required for exclusive use of the park or a park facility sponsored by the Village.
- (I) **Permit Revocation.** The Village Board, Park and Recreation Committee, and or the Chief of Police or his designee(s) after granting a permit may revoke a permit already issued if it is deemed that the terms of the permit are not being complied with, or that such action is justified by an actual or potential emergency due to weather, fire, riot, catastrophe or likelihood of a breach of the peace or by a major change in the condition forming the basis of the permit.
- (J) **Form of Permit.** Each permit shall be in a form prescribed by the Park and Recreation Committee and shall designate the park, park facility or shelter area involved, date, hours of the exclusive use, purpose of the exclusive use and the name of the person, group, firm, organization, partnership or corporation to which the permit is issued.
- (K) **Class B Fermented Malt Beverage Licenses.** When fermented malt beverages are sold at any event authorized by this Section, a valid Fermented Malt Beverage license shall be obtained and the provisions of Chapter 78 shall be fully complied with. Said license must be held by the person who filed the original license and shall be presented to any law enforcement officer upon request.
- (L) **Violation of Terms of Permit.** It shall be unlawful for any person, organization or other entity to which a permit is issued for a specific park, park area or shelter to use or occupy a park, park area or shelter other than that for which the permit is issued. Any person, organization, or other entity violating this section shall be subject to immediate revocation of their permit and removal from the park, park area or shelter, forfeiture of the deposit paid, together with forfeiture as provided in §121-6 and §121-7 of the Code of Ordinances.

**§ 121-6. Violations and penalties.**

Any person violating any provision of this chapter, including those provisions of Wisconsin Statutes or other materials which are incorporated herein by reference, shall upon conviction thereof forfeit not less than \$50 nor more than \$500 for the first offense and not less than \$100 nor more than \$1,000 for a subsequent offense, the costs of prosecution, the costs of property damages, and in default of payment of such forfeiture and the cost of prosecution shall be imprisoned in the county jail until payment of such forfeiture and costs of prosecution, but not exceeding 90 days for each violation, provided, however, that in no case shall the forfeiture imposed for a violation of any provision of this section exceed the maximum fine for the same offense under the laws of the State of Wisconsin.

**§ 121-7. Adoption of state schedules.**

- 8) The State of Wisconsin Revised Uniform State Traffic Deposit Schedule and Alcohol Beverages, Harassment, Safety, Tobacco, U.W. Rule, and Drug Paraphernalia Violations Deposit Schedule and Uniform Misdemeanor Bail Schedule and Trespass to Land Deposit Schedule are hereby adopted by reference