



Date Sent _____

Dear Picnic Group:

Thank you for choosing New Berlin for your picnic. We are proud of our park system and are hopeful that you will enjoy your scheduled event.

The attached permit fees are based on the total number in your group. Rental Fees are due at the time of booking the picnic site and may be paid in person at the Recreation Office; or via Telephone (cannot "hold" a picnic shelter without paying the rental fees).

Picnic Shelters must be booked no less than 2 business days prior to your event.

To receive the resident rate, a New Berlin resident who is 21 years or older and is a member of your group or organization, must assume the responsibility of the event. The responsible party may either come to the Recreation Office to complete the park permit or via Telephone. If the reservation is for a New Berlin based company, a letter on company letterhead with someone in authority assuming responsibility for the picnic is required and must be delivered or mailed to the Recreation Department at the time of permit completion.

The fees entitle your group to exclusive use of a specified picnic area with a shelter, adequate tables, and if available, water and electricity. An additional \$15 fee will be required if use of a Picnic Kit is reserved in conjunction with this event.

If the Park Permit was mailed to you, please Sign, Date, and Return it to:

**Recreation Department
P.O. 510921
New Berlin, Wisconsin 53151**

Recycling receptacles are placed at all sites. Please observe the recycling laws and properly dispose of your aluminum, paper, plastic, cardboard and tin cans. **REMEMBER:** Glass beverage containers and glass beer bottles **are not** allowed in any park or parkway at any time. We thank you for your cooperation.

Visit our Web site at www.newberlin.org

E-Mail: recreation@newberlin.org

Phone: (262) 797-2443

Fax: (262) 797-2460

**If you experience any problems during your picnic, please call
the New Berlin Park Cell Phone at (262) 527- 4843.**



2017 - Picnic Rate Schedule

1st Tier – **Malone Site #1 (Holds 200) \$50 Key Deposit for kitchen**

Group Size	Resident Fee	Non-Resident Fee
0 - 75	\$125	\$170
76 – 150	\$155	\$210
151 – 200	\$220	\$295
201 - 350	\$390	\$525

**Fee for groups for 201-350 includes Malone #1 & #2 plus the Gazebo

2nd Tier – **ProHealth Care #1 & #2 (Holds 75 each side or 150 for both sides)**

Group Size	Resident Fee	Resident Both Sides	Non-Resident Fee	Non-Resident Both Sides
0 - 75	\$115	\$165	\$155	\$225

3rd Tier

Calhoun #1 (Holds 100)

Calhoun #2 (Holds 100)

Calhoun #2 is over bridge
(no vehicle access)

Calhoun #3 (Holds 60)

\$50 Key Deposit for Calhoun #3
(enclosed shelter)

Lions #1 (Holds 150)

Lions #2 (Holds 75)

Malone #2 (Holds 100)

Malone Gazebo (Holds 50)

Valley View #1 (Holds 100)

Valley View #2 (Holds 200)

Group Size	Resident Fee	Non-Resident Fee
0 - 75	\$105	\$140
76 – 150	\$135	\$180
151 – 200	\$175	\$235

**Fee for groups for 201-350 should use Malone Park

4th Tier

Buena West (Holds 50)

Buena East (Holds 50)

Group Size	Resident Fee	Non-Resident Fee
0 - 75	\$65	\$90

*Buena Park sites do not have electricity.



**City of New Berlin
Recreation Department
PARK PERMIT FORM**

NAME _____ EVENT DAY/DATE _____
 GROUP _____ ARRIVAL/DEPARTURE TIMES _____
 ADDRESS _____ CITY _____ ZIP _____
 PHONE (H) _____ (W) _____ ESTIMATED ATTENDANCE _____
 ACTIVITY PLANNED _____

PARK	ADDRESS	CAPACITY
------	---------	----------

BUENA PARK

_____ #1-West	1700 S. 165th St.	50
_____ #2-East	16301 W. Coachlight Dr.	50

CALHOUN PARK

_____ Shelter #1	5400 S. Calhoun Rd.	100
_____ Shelter #2	5400 S. Calhoun Rd.	100
_____ Shelter #3	5400 S. Calhoun Rd.	60
(\$50 Key Deposit for enclosed Shelter #3)		

LIONS PARK

_____ Shelter #1	14900 W. Overland Trail	150
_____ Shelter #2	14801 W. Lincoln Ave.	75

MALONE PARK

_____ Shelter #1	16300 W. Al Stigler Pkwy.	200
(\$50 Key Deposit for Shelter #1 kitchen)		
_____ Shelter #2	16300 W. Al Stigler Pkwy.	100
_____ Gazebo	16300 W. Al Stigler Pkwy.	50

VALLEY VIEW PARK

_____ Shelter #1	5051 S. Sunny Slope Rd.	100
_____ Shelter #2	5051 S. Sunny Slope Rd.	200
_____ Fire Bowl	(issue Special Ceremonial Burning Permit)	

BEER-LIQUOR	YES _____	NO _____
AMPLIFIED MUSIC	YES _____	NO _____
<small>(Noise permit must be obtained from Police Dept. at no charge)</small>		
PIG/CHICKEN ROAST	YES _____	NO _____
TENT ERECTION	YES _____	NO _____
<small>Only Popups (no stakes allowed)</small>		
PICNIC KIT	YES _____	NO _____
 MISCELLANEOUS INSTRUCTIONS:		

I/WE THE UNDERSIGNED, WILL ASSUME ALL RESPONSIBILITY FOR THE PROPER CARE AND UTILIZATION OF THE ABOVE STATED PARK AREA AND/OR FACILITIES, INCLUDING ALL EQUIPMENT AND GROUNDS CONTAINED THEREIN, IN ACCORDANCE WITH THE POLICIES AND REGULATIONS OF THE NEW BERLIN RECREATION COMMISSION AS STATED IN MUNICIPAL CODE (CHAPTER 19) OF THE CITY OF NEW BERLIN, WISCONSIN. (See reverse side for rules and regulations)

SIGNATURE OF APPLICANT _____ DATE _____

PICNIC RENTAL POLICY

YOUTH-CHURCH-SENIOR GROUPS

If non-profit City of New Berlin organizations such as; youth groups, churches, schools, or senior citizen groups wish to reserve a site during regular business hours, there is no charge. However, a permit must be completed.

CANCELLATION POLICIES

Full refunds will be granted up to 60 days prior to the picnic. Cancellations made less than 60 days but more than 7 days prior to a picnic will receive a refund in the amount of 50% of the picnic fee. No refund will be granted for cancellations made 7 days or less prior to the scheduled picnic or because of inclement weather. Picnics may be rescheduled in the same season no less than 30 days prior to the original picnic reservation date at no additional fee. However, rescheduled picnics which cancel will not receive a full refund even if the picnic is canceled 60 days prior to the picnic.

BEER-LIQUOR & NOISE PERMIT FEES

Beer/Liquor allowed in designated picnic areas with completed picnic permit. If the use of public address systems or live amplified music will be associated with the picnic, a Noise Permit must be retained from the New Berlin Police Department. There is no fee for the Noise Permit. Please consider the park neighbors and keep the noise down.

PIG/CHICKEN ROASTS PROCEDURE

1) The roasting unit must be elevated and completely self contained. 2) No heated parts of the roasting unit or coals may touch the asphalt, grass, cement or any other material deemed part of the park. 3) Disposal of carcass, bones, etc. must be removed from the park. Failure to comply will cause the department to invoice the responsible party a disposal fee equal to the cost incurred.

PAYMENT PROCEDURE

Picnic Shelters must be booked no less than 2 business days prior to your event. Requests for summer group picnic reservations for the current year by **New Berlin Residents** are accepted in person or by telephone (using a Visa or Master Card) **starting the second Monday in January** at the Recreation Department, 3805 South Casper Drive. **Rental Fees are due at the time of booking the site (cannot "hold" a picnic shelter without paying the rental fees).** Non-residents may reserve a site **starting on the first Monday in March**. Fees for non-residents will be 35% more than for residents. **There is a \$50 refundable Key Deposit for Malone Shelter #1 or Calhoun Shelter #3.**

NO RESERVATIONS ACCEPTED

The picnic sites will not be rented out for Malone Park on July 3rd, July 4th, or the days directly following if July 4th falls on a Friday or Saturday. This is due to the fact there will not be sufficient time for Parks crews to clean up after the 4th of July celebration in Malone Park.

BASEBALL DIAMOND/TENNIS COURT FEES ASSOCIATED WITH PICNICS

Baseball diamonds and tennis courts are strictly on a first come first served basis.

TENTS / STAKES

Tents and other structures may not be erected without a permit from the city. Shade structures (ex: Easy Ups) do not require a permit. No stakes, regardless of their size, material, or length shall be used to secure the tents, shade structures, signs, or any other objects in to the ground.

INFLATABLES - Inflatables (Bounce Houses) are not allowed due to insurance liability.

PICNIC KITS

Picnic kits containing a Softball/Bat/Bases, Volleyball/Net, Football, Basketball, and Frisbee are available for a **\$15.00 fee**. The fee is paid at the time the picnic permit is issued. Kits are to be picked up at the Recreation Dept. **by 4:00 PM on Thursday or Friday** prior to the weekend picnic. Kits must be returned to the Recreation Dept. on **Monday following the weekend picnic by 4:00 PM**. There are no refunds for Kits not picked up. (Enter the employee parking lot behind City Hall and ring the Recreation doorbell/intercom.)

CERTIFICATE OF INSURANCE

Groups may be required to submit a certificate of general liability insurance coverage depending upon the nature of the activity. Additional insurance coverage is required in the following amount: General Liability Limits - \$1,000,000 each occurrence/\$2,000,000 aggregate includes contractual and personal liability injury. This policy must also name the City of New Berlin as "additional insured". This policy must be submitted to the Recreation Department **2 weeks prior to event**.

DAMAGES/ADDITIONAL EXPENSES

The permit holder will be invoiced for damage to park property, excessive cleanup costs, or for significantly underestimating attendance.

Please consider the park neighbors and keep the noise down.

PICNIC AREA RULES AND REGULATIONS



**If you experience any problems during your picnic, please call the
Park Cell Phone: (262) 527-4843 or the New Berlin Police Dept. at (262) 782-6640**
New Berlin Recreation Department Phone (262-797-2443); E-Mail – recreation@newberlin.org; Website - www.newberlin.org

1. New Berlin public park areas are available for public picnic usage from sunrise to 9:00 PM, unless as otherwise posted.
2. Group permits are granted for the exclusive use of a picnic area and shelter only. Individuals or families not disturbing or interfering with the scheduled reserved group activities including use of other park facilities and equipment are also allowed to utilize public park areas.
3. Drinking and dispensing of alcoholic beverages is permitted only in designated picnic areas. Groups or individuals wishing to sell beer or liquor may do so only with the required permits, including proper City Permit license. (Please see the attached "[Alcoholic Beverages at City Owned Facilities/Shelters-Guidelines](#)")
4. **No glass beverage containers shall be permitted in any park or parkway at any time.**
5. All litter, including paper, garbage, cans, or any other trash, shall be deposited in the waste receptacles provided, **except carcass/remains of pig roast which must be removed by permit holder.**
6. Use of loud speakers or other amplifying equipment is not permitted unless specifically requested and noted on the park permit, and conducted in accordance with local ordinance as administered by the New Berlin Police Department. Noise permit must be obtained from the New Berlin Police Department.
7. No person or group shall erect any structure, temporary or permanent, unless approved and noted on the park permit. Signs and decorations are permitted but must be removed, along with fasteners. No stakes, regardless of their size, shall be used to secure the tents/structures in to the ground. **INFLATABLES (BOUNCE HOUSES) ARE NOT PERMITTED DUE TO INSURANCE LIABILITY.**
8. No person or group shall make or kindle any fire for any purpose except in the cooking grills provided, unless specifically requested, approved, and noted on the park permit. The use of private charcoal burners in picnic areas is permitted providing turf and other vegetation are not damaged. Unburned coals and ash shall be disposed of in such a manner as to prevent littering, fire or damage, to any park property.
9. No horses are permitted in public park areas.
10. No person shall cause damage to any tree, flower, shrub, building, fence, table, benches, turf and other equipment, signs, animal habitat, or park structure.
11. No person shall drive any motor vehicle upon any part of the parkways except the proper drives and parking areas. Vehicles may park only in designated parking areas or along appropriate roadways unless posted otherwise.
12. Picnic kits containing softball, bat, bases, volleyball and net, frisbee, football, and basketball are available upon request from the Recreation Department (\$15 fee).
13. Penalties for violation of the above rules are described in Municipal Code Chapter 19. The Parks, Buildings & Grounds Commission may also impose additional rules, penalties, suspensions, etc., in order to properly manage the New Berlin Parks and assure the greatest comfort, safety, convenience and public welfare of the citizens of New Berlin. Any observation of negligence or vandalism by any individual utilizing the park areas and facilities should be reported immediately to the New Berlin Police Department.



Alcoholic Beverages at City Owned Facilities/Shelters – Guidelines

Private Functions

- Alcoholic Beverages may be served as long as there is NO direct or indirect charge (monetary, tickets, etc.) for the alcoholic beverages.
- The event must be Private and closed to the general public and attendance must be via personal invitation
- If *Caterer* hired, all monetary charges for services involving alcohol must take place at the caterer's licensed premise (a copy of the caterers license should be provided for the city's files to ensure the caterer holds the correct license).
- Alcohol must be served by an adult at least age 18 and older. A caterer may supply personnel to dispense alcohol beverages at catered functions.
- All applicable state statutes & city ordinances that pertain to alcoholic beverages must be followed.
- State law prohibits serving alcohol to persons under 21 years of age or to anyone who is or appears to be under the influence of alcohol to a reasonable person.
- No alcohol may be served if the event is designated as a "Youth" event (majority of the participants are under the age of 21).
- Serving of alcohol must end at least 30 minutes prior to scheduled departure time.
- No person shall possess (or dispense) beverages in glass containers.

Non-Profit Organizations/Fundraisers

- A non-profit hosting a fundraiser while serving alcoholic beverages is required to apply for either a temporary Class "B" (picnic) beer license or a temporary "Class B" (picnic) wine license. If a non-profit is selling both beer and wine, they must apply for both licenses. The "Class B" wine license can only be applied for twice by the same organization within a 12 month period, however there is no limit for the Class "B" beer license.
- All licenses must be applied for with the City Clerk/Human Resources Community Relations Department. The "Class B" wine license can only be applied for twice by the same organization within a 12 month period, however there is no limit for the Class "B" beer license.
- Alcohol must be served by an individual possessing a full operator's license with the city or that has applied and been approved for a temporary operator's license for the specific event. The operator's license application can be obtained from the City Clerk/Human Resources Community Relations Department and must be applied for up to 7 days before the scheduled event.
- All applicable state statutes & city ordinances that pertain to alcoholic beverages must be followed.
- State law prohibits service of alcohol to persons under 21 years of age or to anyone who is or appears to be under the influence of alcohol to a reasonable person.
- No alcohol may be served if the event is designated as a "Youth" event (majority of the participants are under the age of 21).
- Serving of alcohol must end at least 30 minutes prior to scheduled departure time.
- No person shall possess (or dispense) beverages in glass containers.

****For all Alcohol/Operator's License Applications &Inquiries,
contact the Community Relations/City Clerk's Office at: 262-786-8610***

ELECTRICITY

Electricity is available at all shelters with the exception of the Buena Park shelters. Caution is advised when using the electrical service. Circuit breakers can be overloaded by plugging in too many crock pots or Nescos. It is the responsibility of the permit holder to avoid overloading and tripping the circuit breakers. Each outlet has 2 plug in's.

ELECTRICAL SERVICE

PARK	SHELTER 1	SHELTER 2	OTHER
BUENA	NO ELECTRIC	NO ELECTRIC	.
CALHOUN	20 AMPS - 4 OUTLETS 20 AMPS - ELECTRIC BX	20 AMPS - 2 OUTLETS	20 AMPS - 4 OUTLETS (SHELTER 3)
LIONS	20 AMPS - 2 OUTLETS	20 AMPS - 4 OUTLETS 20 AMPS - ELECTRIC BX	
MALONE	20 AMPS - 6 OUTLETS 20 AMPS - ELECTRIC BX	20 AMPS - 1 OUTLET	20 AMPS - 2 OUTLETS (GAZEBO)
PROHEALTH CARE	20 AMPS - 4 OUTLETS	20 AMPS - 4 OUTLETS	
VALLEY VIEW	20 AMPS - 4 OUTLETS 20 AMPS - ELECTRIC BX	20 AMPS - 4 OUTLETS 20 AMPS - ELECTRIC BX	