

**City of Brookfield
Department of Parks, Recreation and Forestry**

**General Information, Policy, Fees/Charges for Reservation and Use of
PARK BUILDINGS, SHELTERS, PICNIC AREAS**

ELIGIBILITY:

<u>Type of Group Picnic</u>	<u>Eligibility Requirement</u>
General	Minimum of 50% City of Brookfield residents
Company/Commercial	If Brookfield business, or corporate headquarters located in Brookfield, no minimum residency requirement for regular employees and families of that business only. If non-Brookfield business, company must have minimum of 50% employees at the company be City of Brookfield residents.
Church	If Brookfield Church, no minimum residency requirement for members of that church only. If non-Brookfield Church, membership of the church must be 50% City of Brookfield residents.
Family Reunion	Minimum residency requirement waived for Brookfield family.

Proof of eligibility by written verification of membership or employee list may be required of groups or organizations in the City, and is required when they are from outside the City.

AVAILABLE FACILITIES AND FEES

The following picnic areas and shelters are available for reservation at Wirth and Mitchell Parks (see maps and diagrams). The Mitchell Park Pavilion also has an indoor lodge area for group rentals which is available year round. No more than two picnic areas at Wirth Park can be scheduled by a group at one time. Groups reserving Shelter Areas #6 or #9 at Wirth Park are restricted to those areas only. Fees are based upon rental of facilities only and do not include any special preparations, set-up, or use of equipment which is not ordinarily a part of that facility.

<u>SITE/FACILITY</u>	<u>TYPE</u>	<u>CAPACITY</u>	<u>ELECTRIC/WATER AVAILABLE</u>	<u>RESERVATION FEE</u>
Wirth Park:				
• 5, 7	Picnic Area	Up to 50 people	No	\$ 25.00/day
• 5, 6	Picnic Area (with ½ shelter)	#5-Up to 50 people #6-Up to 75 people	Yes Yes	\$ 40.00/day \$ 52.50/day
• 1, 2, 4	Picnic Area	Up to 100 people	No	\$ 50.00/day
• 3	Picnic Area	Up to 100 people	No	\$ 25.00/day
• 6	Shelter (full)	Min. 75 – Max. 200	Yes	\$ 80.00/day
• 9	Shelter (full)	Min. 100 – Max. 200	Yes	\$ 80.00/day
Mitchell Park Pavilion:				
• North (includes serving kitchen)	Shelter w/lodge	Min. 100 – Max. 200	Yes	\$155.00/day
	Shelter only	Min. 100 – Max. 200	Yes	\$ 85.00/day
• South	Shelter	Min. 50 – Max. 125	Yes	\$ 73.00/day

<u>SITE/FACILITY</u>	<u>TYPE</u>	<u>CAPACITY</u>	<u>ELECTRIC/WATER AVAILABLE</u>	<u>RESERVATION FEE</u>
• Lodge only (with serving kitchen)	Reception room	Up to 60 people	Yes	\$110.00/day
• Entire Pavilion	Shelters and lodge	Min. 200 – Max. 350	Yes	\$230.00/day

- Note: - No fees charged for shelters/picnic areas to Brookfield scout groups or senior citizen organizations for group picnics only.
- An extra fee of \$30.00 will be charged for refuse disposal to groups of 100 or more people, and \$60.00 for groups of 200 or more people.
 - ALL FEES DUE IN FULL AT TIME OF RESERVATION

HOURS

Park hours are 6:00 a.m. – 10:00 p.m. All activities must cease and facilities must be cleaned and secured by closing time. (Exception: Use of the Mitchell Park Pavilion Lodge only may be extended until 11:00 p.m. with permit).

APPLICATON PROCESS

- Application on a “Facility Use Application and Agreement” form must be made IN-PERSON ONLY at **least five (5) business days in advance of the requested date** during regular office hours (8:00 a.m. - 5:00 p.m.). No telephone reservations will be accepted.
- Reservation requests within the current calendar year will be taken on a first come, first served basis beginning the first business day following January 1st for dates of that year and dates through April 30th of the following year.
- The application is to be completed by a Brookfield resident, 21 years of age or older, who will assume primary responsibility for compliance with park rules during the event.
- Reservations are confirmed only after payment is made in full, per the conditions as set forth on the application and agreement form, and the signed form is on file at the Parks, Recreation and Forestry Department office.
- Reservations are granted by office staff for groups up to 200 people. Applications for 200 people or more require approval from the Director of Parks, Recreation and Forestry.

CANCELLATIONS/REFUNDS

All fees are non-refundable. Events that are cancelled by the sponsoring group due to inclement weather may be rescheduled upon request at no cost depending upon availability of facilities.

RESTROOM FACILITIES

Wirth Park – Restroom facilities are available at the park restroom building near the ball diamonds and in the Aquatic Center lobby when the facility is open (June – August). A portable toilet is also located at the northwest corner of the rear parking lot.

Mitchell Park – Indoor facilities are available with the rental of any area of the pavilion. Portable toilets are also located to the south and north of the pavilion on the north side of the parking lot.

PICNIC KITS

Kits include volleyball net/ball, softball bats/balls, and Frisbees and are available at no charge to City residents (\$15.00 refundable deposit required). Reservations must be made by calling the office at least 3 days in advance of the picnic.

SPECIFIC USE CONDITIONS

ALCOHOLIC BEVERAGES

Fermented malt beverages (i.e. beer) and wine may only be allowed/consumed in a park in conjunction with a reservation (permit) of a specified park building, shelter or picnic area. Intoxicating liquor (in addition to beer and wine) may only be allowed/consumed in conjunction with a reservation (permit) issued for the lodge (indoor reception area) of the Mitchell Park Pavilion. The sale of alcoholic beverages is prohibited, unless approved by the Common Council through a Temporary Class "B" Retailers License which must be obtained through the City Clerk's office and applied for at least 30 days prior to the event.

LITTER/REFUSE

The applicant and/or group will be responsible for any and all damage to park grounds or facilities. Any LITTER or REFUSE generated by the group and activity must be collected and disposed of in appropriate trash receptacles. The Parks, Recreation and Forestry Department may assess a fee for damages or additional cleaning if the area is not returned to original condition and reserves the right to deny future applications if these conditions are not met.

KEYS/LOCKS

Any keys needed for use of a facility (e.g. Mitchell Park Pavilion-Lodge) must be picked up at the Parks, Recreation and Forestry Department office between 8:00 a.m. – 5:00 p.m. the day the facility is to be used and returned no later than noon the following day. In the event of weekend rentals, keys must be picked up no later than 4:30 p.m. on Fridays and returned before noon on Monday. There is a \$100 key deposit required which will be returned in part or full depending upon the condition of the facility and return of keys. An inspection will be conducted by park maintenance personnel.

The applicant is responsible for all keys in their possession and has sole authority for their use. Keys may not be used by unauthorized persons and may be used only during the time specified in the rental agreement.

OTHER RESPONSIBILITIES

Any materials or equipment belonging to the rentee must be removed from the facility and grounds at the conclusion of the activity unless written permission has been granted for storage.

Items such as soda, beer, food, etc., purchased from dealers, must not be delivered to rented facilities prior to the reserved date and time specified on the agreement form. Deliveries of any items must not be done unless someone is there to receive said items.