



**TOWN OF BARNES**

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**TOWN PARK USE AGREEMENT**

DATE OF USE: \_\_\_\_\_

PURPOSE OF USE: \_\_\_\_\_

HOURS Requested: \_\_\_\_\_ (includes set-up & clean-up times)

Name of Person or Organization: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_  
Daytime Evening

*The individual or organization in occupancy indemnifies and agrees to save harmless, the Town of Barnes, from any claims, demands, damages, action and causes of action of every kind or nature which accrues or have their inception during such individual's or organization's occupancy.  
I accept responsibility to see that applicable regulations listed in the Town Park Use agreement are followed.*

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

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

Name of organization or group represented by above signature, if applicable:

\_\_\_\_\_

• Key Given, Date: \_\_\_\_\_ Clerk Initials: \_\_\_\_\_

• Key Returned, Date: \_\_\_\_\_ Clerk Initials: \_\_\_\_\_

**Any cost of physical damages to the park, the replacement of any damaged equipment, or the cost of special clean-up required will be billed to the party (parties) using the park on that date.**

Sign-up and key arrangements can be made by calling the Town Clerk-Treasurer at **715-795-2782**, during regular office hours. **Keys should be deposited in the drop box located in front of the Town Office Building after locking doors of all buildings, or must be returned within 24 hours to the Town Clerk during regular Town Office hours.**

## **TOWN PARK USE AGREEMENT**

The following regulations will apply to those that wish to use the park. **Local property owners or local organizations must file a request a minimum of 24 hours in advance of their requested date-of-use with the Town Clerk in order to verify that there are no other conflicts of use.** Groups or organizations that request multiple dates for the park use need only to sign one agreement each year.

Sponsored events that may or may not have admission fees, **must file request a minimum of 90 days before planned event** in order to ensure compliance with all State, County and Local ordinances and regulations. Application for use must be reviewed by Town Board and approved at properly noticed Town Board meeting.

### **REGULATIONS**

1. **Responsible Party** - Any person using the park is responsible for the general welfare of all buildings and equipment. If the person makes a request for an organization, the responsibility then shifts to that organization using the park. Event sponsors requesting use of the park will be held responsible for ensuring all regulations are followed.
2. **Supervision** - Adult supervision is required at all times.
3. **Sanitation** – Outdoor restrooms are available in the park; however, event organizers must consider number of attendees when reserving park use. Additional portable sanitation stations are the responsibility of the event organizers and must be sufficient to maintain healthy sanitary conditions. Advance coordination with Town Clerk will result in proper paper products being made available for resupplying of outdoor restrooms.
4. **Cleaning** – The person or group using the park will be responsible for the following:
  - A. Picnic tables are to be cleaned and returned to proper placement.
  - B. Bleachers should be inspected for spills and damage.
  - C. Concession counters are to be cleaned and all unused items removed from site.
  - D. All outdoor restrooms are to be cleaned and trash removed.
5. **Garbage** – Trash cans are available in limited numbers. Additional trash cans or dumpsters are the responsibility of the event organizers and must be sufficient to collect trash throughout the event. Garbage is to be removed by the user. If there is garbage left you will be charged for its removal.
6. **Concession building usage** -
  - A. The Concession building does not provide appliances, utensils or other equipment.
  - B. The Concession building does not provide proper sanitation for meal preparation; only heating and serving previously prepared food is allowed.
  - C. All appliances, lights, etc. should be checked to make sure they are turned off before leaving.
  - D. Check all doors to make sure they are locked before turning in keys.
7. **Liability** - The Town of Barnes carries liability insurance for various uses of town property. Events sponsored by others must provide certification of insurance with a minimum of \$1 Million Dollars of liability coverage per occurrence; and policy must include the Town of Barnes as “additional insured”. A Hold Harmless agreement with the Town of Barnes must be on file.

8. **Picnic License -**

- A. Wisconsin State Statutes allow for the sale of beer and wine to consumers at a picnic or similar gathering of limited duration.
- B. A Temporary Class B License application will be filed with the Town Clerk for the purpose of serving beer and wine on premise.
- C. Beverage servers must have current license as prescribed by law.
- D. No one under the age of 21 will be served alcoholic beverages; picture id will be required.
- E. All alcohol sales will be discontinued 30 minutes before the end of the event.
- F. All State Statutes, County and Local Ordinances must be complied with.
- G. A tool kit for event organizers will be provided by the Town Clerk's office and is to be used as guideline to ensure a safe and enjoyable experience for everyone.

9. **Fireworks -**

- A. Fireworks may be allowed in Town Park when all State, County and Local ordinances are followed.
- B. Application for firework display must be filed with the Town Clerk at least two weeks prior to Town Park event.
- C. Fireworks displays may only be performed by licensed professional on town-owned property.
- D. Licensed firework professional must provide proof of liability insurance to Town Clerk at the time application is made for the fireworks display. Certification of insurance must include Town of Barnes as "additional insured".
- E. Firework displays are allowed between dusk and 11:00pm upon approval of the application.
- F. The Town of Barnes reserves the right to restrict use of fireworks on town-owned property at any time.
- G. Proper law enforcement agencies must receive notification of date & time of firework display at least 7 days prior to event.

10. **Notifications -**

- A. While most requests by local property-owners and organizations do not require notice to official agencies, events sponsored by others, or where alcohol will be served, or fireworks displayed, require notification of law enforcement agencies.
- B. Upon approval of request for use of Town Park, and when applicable, notice of event will be provided to Bayfield County Sheriff's Department, Wisconsin Department of Natural Resources and Town of Barnes Emergency Services.
- C. Notification will include date, time period, and specific event activities.

*Schedule of charges:*

- \$75.00 Town Concession building only
- Fee exclusions include non-profit groups and public servants

In addition a \$100.00 security deposit for damage, cleaning and garbage is required. The loss of the Town key is subject to loss of deposit fees. This needs to be in the form of separate check from your rental fee. (Some or all of this deposit may be refundable.)

- Note that if damages, cleaning or garbage left behind is more than \$100.00 you will be responsible for the additional amount owed.

