

Department of Parks, Recreation & Forestry
124 2nd Street; Room 17
Baraboo, WI 53913



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E-Mail: parkrec@cityofbaraboo.com
www.cityofbaraboo.com

PARK SHELTER RESERVATION APPLICATION

Name : _____ Phone : _____

Address : _____ Email: _____

Contact (if different from above) : _____ Phone: _____

Function/Description : _____ Date/Time : _____

Please circle the facility you would like to reserve

Maxwell-Potter Conservancy Shelter – approximate capacity = 100	\$80.00
Ochsner Park – (Main Shelter restrooms for use by all park visitors)	
Main Shelter - approximate capacity = 100	\$80.00
20x40 Shelter – (No Restrooms) approximate capacity = 60	\$40.00
Band Stand – (No Restrooms) approximate capacity = 35	\$40.00
Lower Ochsner Park – (No Restrooms) Field Area Only	\$40.00
Campbell Park Shelter – (No Restrooms) w/4 Picnic Tables	\$40.00
Steinhorst Park Shelter – w/4 Picnic Tables	\$55.00
Mary Rountree Evans Park Shelter – w/4 Picnic Tables	\$55.00
Pierce Park Shelter – w/6 Picnic Tables	\$55.00
Langer Park Shelter – w/4 Picnic Tables	\$55.00
City View Park – (No Restrooms) w/4 Picnic Tables	\$40.00

FACILITY SUBTOTAL : \$ _____

Additional Picnic Tables @ \$5/table x _____ (number of tables) +\$ _____

Bounce House permit* @ \$10/unit x _____ (number of units) +\$ _____

**Proof of Insurance required with Bounce House Permit*

TOTAL FEES : \$ _____

Cancellation Policy: If a shelter reservation is cancelled in writing *at least* seven (7) days in advance, a 50% refund of the fee paid will be issued.

Statement of Understanding: This contract made by and between the City of Baraboo and “Renter of Facility” to use the Park facility at the place and days listed on this application and to contract under the rules and regulations laid down by the City of Baraboo: Renter has inspected the facility to be rented and has found it to be safe and suitable for the activities that Renter’s Group intends to undertake. Renter agrees to assume all risks of bodily injury to any person or property damage arising in connection with the activities undertaken by Renter’s Group at the facility. Renter further agrees to indemnify, defend, and hold harmless the City, its employees, agents, officers, and officials against any and all actions, claims or damages, costs or expenses, including reasonable attorney’s fees, made or incurred as a result of any accident or injury sustained to any person and/or property damage arising out of, resulting from, or in connection with the activities undertaken by Renter’s Group at the facility pursuant to this Agreement.

The User agrees to abide by all rules and regulations formulated by the City for use of buildings and facilities, and to adhere to all specifications and limits listed in the contract. To be responsible for the careful use of the facilities described herein; to make good all loss or damage sustained as a result of the activities held or promoted pursuant to this contract; and to be responsible for all preparation and reasonable cleanup after use. I, the undersigned, accept full responsibility for the terms and conditions of this application, and certify that it is accurate and complete. I understand that inaccurate information is grounds for cancellation of any reservation granted to me.

Signature of Responsible Party _____ Date _____

KEY DEPOSIT: When renting shelters, except Campbell Park, City View Park and the Band Stand or 20x40 at Ochsner Park, you will need to pick up the key. This key will open the restrooms and any inside portions of the shelter and will open the padlock on the pole near the Main Shelter at Ochsner Park, if you need to make a delivery closer to the shelter area. Please return the pole promptly and lock in place. ***This key must be picked up in the Parks & Recreation Office of the Civic Center, 124 2nd Street, Room 17. Office hours are Monday thru Friday from 7:30 AM to 4:30 PM.*** The office is closed on holidays and weekends. If you have rented a shelter for a Saturday, Sunday, or holiday, you will need to pick up the key beforehand. **When picking up the shelter key, a \$20.00 key deposit is required.** This deposit should be paid by check, made payable to “City of Baraboo”. The check will expedite the return of the key deposit when the key is returned the first day after the rental that our office is open.

After shelter use, surface areas should be wiped off and the floor swept. Any decorations hung must be taken down and any tacks / tape used to hold decorations must be removed. The shelter/restrooms should be clean, locked and secured by the rental group.

There are grills located in Ochsner Park that are available on a first come, first serve basis. You are welcome to use them, but it would be a good idea to bring your own just in case they are already being used. Because of special diets for the animals in the zoo, please do not feed the animals anything but zoo dispensed grains

Alcoholic beverages are allowed in the parks. By City Ordinance, glass containers are not allowed on any park property. All beverages must be served in cans, paper products or some other non-breakable container.

PARK REGULATIONS

To help keep park and recreation experiences healthy and enjoyable, regulations have been drafted by the Baraboo Parks and Recreation Commission and enacted into law by the Common Council of the City of Baraboo. The following regulations are important for park users to follow for their safety and the preservation of our parks.

- ❖ Pets are not allowed on park property, with the exception of Deppe Recreation Area, the Baraboo Dog Park, Baraboo Riverwalk and dogs assisting the physically challenged.
- ❖ Glass containers, firearms or fireworks are not allowed on any park property.
- ❖ Trash must be disposed of in the waste receptacles provided.
- ❖ Fires are only allowed in grills or fireplaces.
- ❖ Amusement rides, tents, volleyball, canopy, bounce houses or any types of stakes are not permitted on the grounds without prior approval.
- ❖ Large scale events open to the public may need additional permits approved through City Hall or the Police Department. Please contact us to determine if additional permits are needed.
- ❖ Park Hours are 7am – 9pm. You must be cleaned up and out of the park before 9pm per City Ordinance. If your event wishes to stay later than 9pm, you must request permission of the Parks Commission, which meets the first Monday of every month.