



**Wisconsin Dells/Lake Delton
Parks & Recreation Department**

300 La Crosse St • Wisconsin Dells, WI • Phone: (608) 254-7458 • Fax: (608) 254-7329
www.citywd.org

APPLICATION FOR RENTAL OF PARK SHELTERS

Reservations

Reservations are taken the first day the office is open after January 2nd for each calendar year. All fees are due at the time of reservation. Please call the Parks & Rec Department at (608) 254-7458 for shelter availability **before** sending in a rental application form and payment.

Fees

City/School District Resident Fee.....\$60.00
Non-Resident Fee.....\$250.00
If you are a School District coming to the area on a field trip and wish to use the park.....\$35.00

Refund/Cancellation Policy

If a shelter reservation is cancelled at least fourteen (14) business days in advance, customers may receive a 50% refund. No refund is given if a shelter reservation is cancelled with less than a 14 day notice. No refund for inclement weather.

Emergency Contact Information

If you experience issues on the day of your rental, please call the Wisconsin Dells Police at 608-253-1611 or Lake Delton Police at 608-254-8331. Please bring a copy of your confirmation email with you to the park to verify your reservation.

General Rules for Park & Shelter Use

- Park Hours: Sunrise to 10:00 pm daily
- All trash must be placed in trash receptacles provided at the shelter.
- If WD/LD P&R needs to repair or clean up after your event the responsible party will be billed for damages and/or labor.
- Be courteous of other park patrons.
- The basketball courts, tennis courts, ball field, playground, restrooms and general park amenities will remain open to the public at all times unless specific arrangements are made.
- Any use of charcoal must be extinguished before your party leaves the park for safety reasons.
- No small debris permitted (piñata, confetti, glitter, bird seed, etc)
- Decorations are allowed – use push pins to install and remove when done. No staples.
- No inflatables or temporary structures (including trailers, dunk tanks, tents, etc)
- No sales of any kind without proper permit.
- No vehicles are allowed on park property at any time. Loading & unloading of a vehicle must be done from the parking lot or street parking only.
- Number of people expected will be indicated on the reservation form.
- Glass containers are not allowed.
- NO alcohol in parks.
- Small radios are permitted. Amplified devices are not allowed.
- It is your responsibility to monitor weather to insure your own safety – our shelters are not intended to protect you from severe weather.
- Bring rental form and confirmation email with you for proof of reservation.
- Leave the park better than you found it!

Renter should keep this page for reference

APPLICATION FOR RENTAL OF PARK SHELTERS

Date Submitted: _____

Fee (Check One):

Date Requested: _____ Time _____ to _____

____ City/School District Resident - \$60.00

Facility Requested: _____

____ Non-Resident - \$250.00

Function Description: _____

____ Visiting School District - \$35.00

Number of People Anticipated: _____

Credit Card # _____ Exp. _____ 3 digit security # _____

Name of Applicant: _____

Address of Applicant: _____

Daytime Telephone Number: (____) _____ **Cell phone:** (____) _____

Email (Required): _____

STATEMENT OF UNDERSTANDING:

The applicant named above on this application will be responsible for the conduct of the special event, the condition of the facility, and will be responsible for any and all damage created by their event. The City of Wisconsin Dells will not deny anyone the use of these facilities based upon race, color, creed, national origin, handicap or religion. The applicant for her/himself and for other persons, organizations, firms and corporations, does hereby hold harmless the City of Wisconsin Dells and Village of Lake Delton, and each and every of its elected and appointed officials, employees, representatives, agents, heirs and assigns, jointly and severally from and against any and all claims, causes of action, actions, liabilities, demands, losses, damages, and/or expenses of whatsoever kind and nature including counsel or attorney's fees, which may, at any time, be incurred or sustained arising from, resulting from the event.

A representative of the group must be present at all times during the function and all members of party must adhere to the rules listed on the first page of this document.

Applicant/Responsible Party's Signature

Date

Please return this form with
payment to:

City of Wisconsin Dells
ATTN: Parks & Recreation
300 La Crosse St.
Wisconsin Dells, WI 53965

Office Use Only:

Date Approved: _____ By (staff initial): _____

Paid: _____ YES _____ NO

Check One: _____ Cash _____ Check #: _____

Date Denied: _____ By (staff initial): _____

Reason: _____



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Wisconsin Dells/Lake Delton Park Information

	Bowman Park	Veteran's Park	Rotary Park	Jenkins Lookout Park	Captain Bob's (Lake Delton)	Ralph Hines Park (Lake Delton)
Address/Location	700 Broadway Wisconsin Dells, WI 53965	510 Veterans Dr Wisconsin Dells, WI 53965	905 Indiana Ave Wisconsin Dells, WI 53965	East side of River Rd (1.5 blocks north of Broadway St)	On Miller Dr (next to Poppy Waterman Ice Arena)	410 West Delavan St (next to Lake Delton Grade School)
Shelter	Yes	Yes	Yes	No	Yes	Yes
Parking	Street parking stalls	Minimal off-street near pool/shelter Large lot nearby	Minimal off-street	Minimal off-street	Off-Street & Street parking stalls	Street parking stalls
Restrooms	Yes	Yes	Yes	No	Yes (Poppy Waterman Ice Arena)	Yes
Picnic Tables	12	10	5	-	12	12
Grills	Yes	Yes	No	No	Yes	Yes
Electrical Outlets	Yes	Yes	Yes	No	Yes	Yes
Drinking Fountains	Yes	Yes	No	No	Yes	Yes
Play Equipment	Yes	Yes	Yes	No	Yes	Yes
Basketball Courts	Yes	No	No	No	No	Yes (Lake Delton Grade School)
Tennis Courts	No	No	No	No	No	Yes
Baseball/Softball Fields	No	Yes	Yes	No	Yes	No
Public Pool	No	Yes (additional fee)	No	No	No	No

The parks listed above are the parks that we allow reservations. The baseball fields at Rotary, Veterans, and Captain Bob's Park are not included as part of your reservation.

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