



W234N8676 WOODSIDE RD. • LISBON, WI 53089-1545 • TEL: (262) 246-6100 • FAX: (262) 820-2023  
E-mail: [townhall@townoflisbonwi.com](mailto:townhall@townoflisbonwi.com) • Website: [www.townoflisbonwi.com](http://www.townoflisbonwi.com)

## Park Reservation Application

### Applicant / Responsible Party

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Signature

### Application Date

\_\_\_\_\_  
Reservation Date

### SHELTERS AVAILABLE FOR RENT

- Hilltop Shelter: \$75
- Down Under Shelter: \$75
- Hex Shelter: \$50
- Town Hall Park Shelter: \$75
- Stony Halquist Park Shelter: \$50
- Lisbon Oaks Park Shelter: \$50
  
- Non-Resident Fee: \$25
- Liquor Deposit: \$100
- Security Deposit: \$100
  - Pick up security deposit check after event
  - Destroy security deposit check after event

- Pursuant Section 8.04 of the Town Code, the Responsible Party agrees that he/she will be responsible for the conduct of the party or Group reserving the park facilities and shall be personally liable to the Town for any damages to Town property caused by any member of the group. Any cash deposit required shall not be considered as a limitation of liability.
- Each reservation shall only have the right to use the facilities for the date and time specified. Park only in the parking area provided. No parking or driving on the grass is permitted unless approved by a town representative at the time of application. Remove all signs and debris.
- Leave the site clean pursuant to Section 8.05 of the Town Code. If picnic tables are moved from designated areas please make sure they are put back.
- Please be polite and respectful of people occupying your area when you arrive.
- Full park reservation refunds will be given if notice is received in writing 30 days prior to the reservation date. If baseball field preparation is requested and completed, the prep fee will not be refunded.
- All park shelters will be cleaned and ready by 10AM.

**For problems with the facility please contact the Park Superintendent John Greiten at 262-227-2396.**

### SPORT FIELD FEES PLUS SHELTER FEES

- Adult Baseball: \$25 per event
  - Field Prep Fee - each setup
    - M-F: \$25
    - Sat/Sun: \$25
- Baseball Bases: \$125 (refundable deposit)
- Adult Soccer: \$25 per event
  - Field Prep Fee: \$35 each setup

### FOR OFFICE USE ONLY

#### Payment Received

\$ \_\_\_\_\_ Ck # \_\_\_\_\_

#### Deposit Received

\$ \_\_\_\_\_ Ck # \_\_\_\_\_

**Please keep a copy of this permit as proof of your reservation.**



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### **Shelter Rental Application Process:**

- A. Applicants must complete a Lisbon Park Reservation Form at least five (5) days in advance of the requested date during regular Town Hall office hours (8:30 am – 4:30 pm). No telephone or email reservations will be accepted.
- B. Resident reservation request within a calendar year will be taken on a first-come, first-served basis beginning the first business day following January 1<sup>st</sup> for dates of that year.
- C. Non-resident reservation request within a calendar year will be taken on a first-come, first-serve basis beginning the first business day following January 1 for dates of that year.
- D. The application is to be completed by an individual 21 years of age or older, who will assume primary responsibility for compliance with all park ordinances and following park rules during the specified rental period.
- E. Payment in full is required at time of application. Reservations are confirmed only after payment is received and the signed form is on file at the Lisbon Town Hall. A \$100 refundable security deposit is also required at the time of application. Your check will either be returned to you or destroyed upon your request once it has been determined the facility rented was left in good order.
- F. Picnic reservations are granted by town hall office staff for groups up to 125 people. Applications for more than 125 people may require approval from Lisbon Park Committee and or Lisbon Town Board before the application can be accepted.
- G. Special events to include, but not limited to, Runs/Walks, Corporate Events, School Field trips, non- profit fundraisers, etc. require Park Committee and Town Board approval before any application can be accepted by the town hall staff.
- H. In Community Park the Hex Shelter, Hilltop Shelter and Downunder Shelters are equipped with drinking fountains for a water supply. If renters are requesting the use of the water hydrants located near each shelter the party needs to ask for the water key. The renters are responsible to pick up the water key on the Friday before their rental date and return the water key by the Monday after their rental date.
- I. Water Key Pick up and drop off Hours are Friday/Monday 7:00 am-3:00 pm. Call John Greiten at 262-227-2396 to set up a time to pick up or drop off. Again the water keys are the responsibility of the renter and will be charged all cost for replacement if lost. The Town has limited water keys so your cooperation is appreciated in the returning of water keys promptly. **Water Key Replacement Cost is \$100.00 which covers a new handle, shipping and administration process fee.**

### **Cancellations / Refund**

Reservations cancelled more than 30 days in advance will be refunded 100% of the rental fee. Any other cancellations after 29 days in advance will be refunded half of the rental fee amount. In either case the park facility will be available for future rentals after the cancellation has been requested. Refund checks will be mailed within two weeks of cancellation.

Refunds for reservations that are cancelled due to inclement weather must be requested on the first business day following the reservation date. The cancellation request will be taken into consideration by the Lisbon Park Committee on a case by case basis. The decision will take into account opportunities for rescheduling and facility availability. Any services that were requested for the original rental will not be eligible for a refund if those services have been completed by town staff. Any request for new services when rescheduling park facilities will require a new reservation form and fees and deposits paid upon submittal.

### **General Park Rental Conditions**

A copy of Lisbon Park Ordinances Chapter 8 sections 8.01 through 8.19 can be found on the Lisbon Parks web site for your viewing at [www.townoflisbonwi.com](http://www.townoflisbonwi.com).

### **Alcoholic Beverages**

8.04(d) The Town Clerk shall inquire as to whether fermented malt beverages and/or intoxicating liquors will be used and/or consumed by any members of the party or group during use of the facilities, and in the event use or consumption is so indicated, a refundable cash deposit of \$100 shall be required, or such other amount as may be established by the Town Board, shall be delivered to the Town Clerk along with the application for reservation.

8.04(e) The Town Clerk shall hold such funds until after the party or event has concluded, and shall deduct from the actual costs or expenses incurred by the Town for clean-up of the site or damage to the site by party or group. In the event the party or group has caused no damage to any town property, the deposit shall be remitted to the depositor within a reasonable period of time after conclusion of the event. The deposit of sums with the Town Clerk shall not limit the liability of the responsible party.

*The sales of alcohol or fermented beverages are prohibited*, unless your group qualifies for a Temporary Class "B" Picnic License and approved by the park committee and final approval from the Lisbon Town Board. A Picnic License is only attainable by certain groups as designated by the Department of Revenue. Please contact the Town Clerk at least 30 days prior to the event to see if you qualify.

### **Litter / Refuse**

The applicant and or group will be responsible for any and all damage to parks grounds or facilities. Any litter or refuse generated by the group and activity must be collected and disposed of in appropriate trash receptacles (examples: signs, banners, table cloths, balloons, etc.) The Town will assess a fee for damages or additional cleaning of the area if not returned to original condition and reserves the right to deny future rental request if these conditions are not met.

8.05(a) No person shall leave or deposit on town property any paper, litter, garbage or similar refuse except in appropriately marked receptacle containers.

8.05(b) No person shall break any bottle or other glassware in any park, and in the event any bottle or glassware is broken, the person causing or permitting the bottle or glassware to break shall immediately pick up the broken pieces and deposit the same in an appropriately marked waste container.

### **Litter / Refuse (cont'd...)**

8.05(c) No person shall deposit, dump, throw, or place any earth, rubbish, dust, manure, paper, garbage, or other refuse matter or any sand, stone, lumber, or building material, or any substance in the waters, grounds, or roadways of any park or parkway without written permission of the Superintendent.

### **Other Responsibilities**

- A. Any materials or equipment belonging to the renter must be removed from the facility and grounds at the conclusion of the activity unless the Lisbon Park Committee has granted permission, in writing, to allow storage. Items such as food, beverages, grills, inflatable toys, etc. that are rented from a third party must not be delivered to the rented park facility prior to the date and time specified on the agreement form. All deliveries of any items must not be dropped off unless someone from the party is there to receive said items. The Town of Lisbon is not responsible for any damaged or lost or stolen items.
- B. Outdoor grills are provided at the Town Hall, Hilltop, Hex and Down-Under shelters. Personal grills must be approved by the Park Superintendent or his designee. If your party is bringing their own grills, the person who signed the reservation form will be responsible for any damage to any park property that is caused by the use of personal grills.
- C. 8.11(a) No animal, excepting service animals, and except dogs on leash as provided in subparagraph (b) shall be permitted within the confines of the town parks.
- D. 8.11(b) No person having the control or care of a dog shall permit the dog to enter or remain in the town park unless it is led by a leash of suitable strength and not more than six feet in length, with the person having the control or care of a dog to be responsible for cleanup of dog messes.
- E. 8.12(a) No one shall kill, injure, attempt to injure, or unnecessarily disturb any waterfowl or other birds or animals, wild or domestic, within any of the parks or parkways. Nor shall any person rob or disturb the nest or eggs of any bird or other animal therein.
- F. 8.17(a) all automobiles, motorcycles, snowmobiles and other unlicensed motor vehicles shall be parked in areas designated for parking, and in no other areas of the Town Park. Overnight parking within the confines of the Town Park shall be prohibited. The parking of any automobile, motorcycle, snowmobile or other unlicensed motor vehicles in any area other than a designated parking area shall be deemed a violation of this chapter, unless as specified on the Park Reservation form. If necessary, you may use the access path or lawn area to drop off individuals in your party who cannot walk to your reserved site under their own power and you may drop off supplies needed for your event at the reserved picnic shelter, but then return all vehicles back to a proper designated parking area.

These rules are guidelines that are intended to help you have a safe and fun event but for a complete view of the park ordinances please go to the park's web site stated above.