

# VILLAGE OF BROWNSVILLE

OFFICE OF CLERK-TREASURER

1-920-583-4087 ❖ P.O. Box 308, Brownsville, WI 53006 ❖ e-mail: [clerk@brownsvillewi.gov](mailto:clerk@brownsvillewi.gov)  
Brownsvillewi.com

## PARK RESERVATION

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Facility Used: (Big Pavilion, Small Pavilion, etc.) \_\_\_\_\_

Hours Park will be in use: \_\_\_\_\_

Nature of Rental: \_\_\_\_\_

Will Alcohol be: Served? Yes or No Sold? Yes or No If sold, please see "Alcoholic Beverages" on reverse side. The permit signer will assume total responsibility for any alcohol consumption associated with the rental of the facility. Individuals for groups renting the park will be held responsible for the conduct of the people admitted to their activity.

The Village of Brownsville or any of its officers, agencies or employees will not be responsible for injuries, loss or damage to personal property occurring because of any activity being conducted on Village property.

Violation of any segment of this policy and/or Village ordinance will be just cause for denial of future reservations of park facilities and additional charges if necessary. Rowdy behavior or disturbances will be just cause for immediate cancellation of the activity by the police department.

I certify, by my signature, that I have received, read (both sides of this document) and understand the conditions for the use of the park facilities and agree to abide by the conditions, rules and regulations stated therein, and that the above information is accurate.

\_\_\_\_\_  
Permit Signer (must be over 18 years old)

Once completed, return this page and the rental fee/deposit to:  
Please call Clerk Hull (920) 583-4087 or email: [clerk@brownsvillewi.gov](mailto:clerk@brownsvillewi.gov)  
with any questions or concerns.

Village of Brownsville  
P.O. Box 308  
871 Main St.  
Brownsville, WI 53006

*This section for Clerk's Office Use Only:*

Fee (if applicable) \$ \_\_\_\_\_ Deposit: \_\_\_\_\_ Date Deposit Returned \_\_\_\_\_

Date Paid: \_\_\_\_\_ Cash/Check # \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_

**Fees:** All fees are payable in advance.

- Non- residents will be charged as follows:
  - o Groups of 99 or less - a rental fee of \$55.00 + \$20 refundable deposit if clean-up at the park is completed satisfactorily.
  - o Groups of 100 or more - a rental fee of \$125.00 + \$25 refundable deposit if clean-up at the park is completed satisfactorily.
- Residents of the Village of Brownsville and businesses located in the Village may reserve the park at no charge. A \$25 deposit is required and will be refunded if clean-up at the park is completed satisfactorily. Park uses by the Business must be for non-commercial purposes for the no charge to apply; commercial functions will be charged at the applicable non-resident rate.
- Non-profit organizations may reserve the park for functions. A \$25 deposit is required and will be refunded if clean-up at the park is completed satisfactorily.
- Seasonal leagues will be charged a “player fee” per season.

**Facilities:** Available for reservation/rent will be the two pavilions (big or small), the little league (front) diamond and girls softball (back) diamond. Organizations wishing to schedule ball games or tournaments must clear the dates with the Village Clerk. All reservations are taken on a first come, first serve basis except for athletic association, and league annual schedules. The Village will provide electrical hookup in the pavilion area. Individuals for groups reserving the facilities will be held responsible for the conduct of the people admitted to their activity.

**Unlocking of facilities:** If you are using a facility that needs to be unlocked (small pavilion kitchen area), you will need to coordinate it with the Public Works Dept. Supt. Lechner @ (920) 583-6700 or Asst. Supt. Kemmel @ 920-948-5030

**Pavilion/Field admittance:** when you reserve the park, you reserve it for a specific date. This is the only date you are entitled to use the shelter/diamond. You may not decorate, store items, or utilize the park prior to the date you have it reserved for without specific prior approval.

**On the day of the event:** Take the permit with you to the park on the day of your event. The office reserves one party per pavilion/diamond per day. If someone is using the pavilion/diamond when you arrive, politely tell them that you have it reserved, then show them the permit, and ask them to leave. If they refuse to leave, you may notify the Brownsville Police Dept. at the non-emergency number 920-583-6800.

**Park Hours:** 8:00 a.m. to 10:00 p.m. You are not allowed in the park prior to or after these hours unless prior written approval is granted by the Board of the Village of Brownsville. Board meetings are the second Wednesday of each month.

**Reservation changes:** You may change the date reserved prior to your event, depending upon availability, by contacting the Clerk’s office 920-583-4087/vobclerk@plbb.us

**Inclement weather:** If your event was cancelled due to weather conditions, you may secure another permit by contacting the Clerk’s office in the week following your event for no additional charge. The rescheduled reservation date must fall within one calendar year from the original date. The Village reserves the right to cancel reservations due to inclement field conditions.

**Insurance:** You may be required to show proof of liability insurance, if in the opinion of the Village Board it is needed. If your organization is inviting the general public to be spectators or participants, or you are selling concessions to the public, you may be required to present an appropriate Certificate of Insurance. Whenever possible, the Village of Brownsville should be named as an added insured. The Certificate of Insurance is due in the office ten (10) days prior to your event. The permit may be denied if proof of the insurance is not provided and was required by the Village Board.

**Alcoholic beverages:** A permit is not needed to consume alcoholic beverages at your event. However, if you will be selling alcoholic beverages to the public, you will be required to apply for and obtain a “Temporary Class B (picnic) Beer and Wine License” from the Village Clerk’s office and obtain the proper Certificate of Insurance. You will need to apply for the temporary license a minimum of four weeks prior to your event. Proof of the license and insurance is due in the office ten days prior to your event. The permit may be denied if proof of the license is not provided. Individuals for groups reserving the facilities will be held responsible for the conduct of the people admitted to their activity.

**Tents/Stakes:** Because of underground utilities throughout the park, anything to be driven into the ground requires prior contact with Diggers Hotline at 1-800-242-8511 for line location. The Dept. of Public Works must be notified prior to calling Diggers Hotline. This must be done five days prior to your event.

**Clean up:** Come prepared to clean the park area by bringing necessary cleaning supplies. The park is expected to be neat, clean and damage free upon the conclusion of your event. Any clean up and/or repair costs will be assessed to the permit signer. Any materials or equipment belonging to the renter must be removed from the facility and the grounds at the conclusion of the activity unless written permission has been granted to store it.

**Garbage:** Come prepared to clean the park area of debris by bringing sturdy garbage bags. All debris must be placed in the waste receptacles upon conclusion of your event. If waste receptacles are full, place extra debris in your own garbage bags and leave closed garbage bags next to waste receptacles. Any clean-up costs will result in forfeiture of the deposit and any additional costs will be assessed to the permit signer.

**Appearance:** No changes in the physical appearance of any park shall occur, including placing nails in woodwork. Damages will be assessed to the permit signer.