

**City of Brookfield
Department of Parks, Recreation and Forestry**

**General Information, Policy, Fees for Reservation and Use of
PARK BUILDINGS, SHELTERS, PICNIC AREAS**

APPLICATION PROCESS

- Submit a completed “Facility Use Application and Agreement” form IN-PERSON ONLY at least five business days in advance of the requested date during regular office hours Monday – Friday (8:00 a.m. - 5:00 p.m.).
- Reservation requests within the current calendar year will be taken on a first come, first served basis beginning the first business day following January 1st for dates of that year and dates through April 30th of the following year.
- The application is to be completed by a Brookfield resident, 21 years of age or older, who will be onsite during all reserved hours to assume primary responsibility for compliance with park rules during the event.
- Reservations are confirmed only after payment is made in full, per the conditions as set forth on the application and agreement form, and the signed form is on file at the Parks, Recreation and Forestry Department office.
- Reservations are granted by office staff for groups up to 200 people. Applications for 200 people or more require approval from the Director of Parks, Recreation and Forestry.

ELIGIBILITY:

Type of Group Picnic

Eligibility Requirement

General

Minimum of 50% City of Brookfield residents

Company/Commercial

If Brookfield business or corporate headquarters located in Brookfield, no minimum residency requirement for regular employees and families of that business only. If a Brookfield business applies to host a “client” event, it is permissible Monday – Thursday only. If non-Brookfield business, company must have minimum of 50% employees be City of Brookfield residents.

Church

If Brookfield Church, no minimum residency requirement for members of that church. If non-Brookfield Church, membership of the church must be 50% City of Brookfield residents.

Family Reunion

Minimum residency requirement waived for Brookfield family.

Proof of eligibility by written verification of membership or employee list may be required of groups or organizations in the City, and is required when they are from outside the City.

RESERVATION & RENTAL DATES / HOURS

All Shelter and Picnic Areas may be reserved from April 1 – November 1, between the hours of 9:00 a.m. – 10:00 p.m. All activities must cease and facilities must be cleaned and secured by closing time. (Exception: Mitchell Park Lodge may be reserved January 1 – December 31 and hours may be extended until 11:00 p.m. with permit).

AVAILABLE FACILITIES AND FEES

The following picnic areas and shelters are available for reservation at Wirth and Mitchell Parks (see maps and diagrams). The Mitchell Park Pavilion also has an indoor Lodge area for group rentals, which is available year round. No more than two picnic areas at Wirth Park can be scheduled by a group at one time. Groups reserving Shelter Areas #6 or #9 at Wirth Park are restricted to those areas only. Fees are based upon rental of facilities only and do not include any special preparations, set-up, or use of equipment which is not ordinarily a part of that facility.

<u>SITE/FACILITY</u>	<u>CAPACITY</u>	<u>ELECTRIC/WATER</u>	<u>RESERVATION FEE</u>
Wirth Park:			
Picnic Areas 5, 7	Up to 50 people	No	\$ 30.00/day
Picnic Areas 1, 2, 3, 4	Up to 100 people	No	\$ 60.00/day
Shelter 6	Min. 75 – Max. 200	Yes	\$135.00/day
Shelter 9	Min. 75 – Max. 200	Yes	\$135.00/day
Mitchell Park:			
Entire Pavilion	Min. 200 – Max. 350	Yes	\$335.00/day
North Shelter/Lodge	Min. 100 – Max. 200	Yes	\$210.00/day
Lodge	Up to 60 people	Yes	\$165.00/day
South Shelter	Min. 50 – Max. 125	Yes	\$125.00/day

Notes:

- Entire Pavilion or Lodge rentals include the serving kitchen.
- All fees are due in full at time of reservation.
- No fees are charged to Brookfield Scout groups or senior citizen organizations that use outdoor areas (for group picnics only). Scout groups interested in reserving space for regular meetings may reserve outdoor space Monday through Friday, 7 to 14 days in advance. Scout special events (i.e., Courts of Honor, Rain Gutter Regatta, etc.) may be reserved weekdays or weekends with Director approval.

CANCELLATIONS/REFUNDS

All fees are non-refundable. Events that are cancelled by the sponsoring group due to inclement weather may be rescheduled upon request at no cost depending upon availability of facilities.

RESTROOM FACILITIES

Wirth Park – Restroom facilities are available at the park restroom building near the ball diamonds (April 1 - November 1 weather permitting) and in the Aquatic Center lobby when the facility is open (June – August). A portable toilet is also located at the northwest corner of the rear parking lot.

Mitchell Park – Indoor facilities are available with the rental of any area of the pavilion (April 1 – November 1) and year round with rental of the lodge. Portable toilets are also located to the south and north of the pavilion on the north side of the parking lot.

PICNIC KITS

Picnic kits are available (with a site/facility rental) at no charge (\$20.00 refundable deposit of cash or check required). Kits include volleyball net/ball, softball bats/balls, and a Frisbee. Reservations for a picnic kit are made on the application form or by calling the office at least three days in advance of the picnic.

SPECIFIC USE CONDITIONS

ALCOHOLIC BEVERAGES

Fermented malt beverages (i.e. beer) and wine may only be allowed/consumed in a park in conjunction with a reservation (permit) of a specified park building, shelter or picnic area. Intoxicating liquor (in addition to beer and wine) may only be allowed/consumed in conjunction with a reservation (permit) issued for the Lodge (indoor reception area) of the Mitchell Park Pavilion. The sale of alcoholic beverages is prohibited, unless approved by the Common Council through a Temporary Class "B" Retailers License, which must be obtained through the City Clerk's office and applied for at least thirty days prior to the event.

LITTER/REFUSE

The applicant (and/or group) will be responsible for any and all damage to park grounds or facilities. Any LITTER or REFUSE generated by the group and activity must be collected and disposed of in appropriate trash receptacles. The Parks, Recreation and Forestry Department may assess a fee for damages or additional cleaning if the area is not returned to original condition and reserves the right to deny future applications if these conditions are not met.

KEYS/LOCKS

Only the applicant may pick up any key(s) needed for use of a facility (e.g. Mitchell Park Lodge). Keys must be picked up at the Parks, Recreation and Forestry Department office during normal business hours between 8:00 a.m. – 5:00 p.m. and returned no later than 12:00 p.m. the following business day. In the event of weekend rentals, keys must be picked up no later than 4:30 p.m. on Fridays and returned before 12:00 p.m. on Monday. There is a \$100 key deposit required (cash or check only) which will be returned in part or full depending upon the condition of the facility and return of key(s). Park maintenance personnel will conduct an inspection.

The applicant is responsible for all keys in their possession and has sole authority for their use. Keys may not be used by unauthorized persons and may be used only during the time specified in the rental agreement.

OTHER RESPONSIBILITIES

Any materials or equipment belonging to the rentee must be removed from the facility and grounds at the conclusion of the activity unless written permission has been granted for storage.

Items such as soda, beer, food, etc., purchased from dealers, must not be delivered to rented facilities prior to the reserved date and time specified on the agreement form. Deliveries of any items must not be done unless someone is there to receive said items.

FOOD TRUCKS

Food trucks may be used for approved private events or community special events. Facility renter must complete a "Food Truck Authorization Form" two weeks prior to the reservation date. Food vendors may only sell to guests of the event and must post signage stating as such. Food truck parking locations require Director approval and must be on a paved surface. All vendors must remove all refuse from the site. If refuse is not removed, the renter is subject to additional charges for labor and clean up.

Commission Approved: 12/2/02, 4/07/08, 12/6/21
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