

**CITY OF KENOSHA PARK DEPARTMENT
2009 FEES AND CHARGES
BUILDINGS AND BAND SHELL**

SESQUICENTENNIAL BAND SHELL (Pennoyer Park)		
PARK FACILITY OR USE	DEPOSIT	RENTAL
Pennoyer Park Bandshell	\$150.00	\$125.00 (Electric included)
Concession stand (each)		\$10.00 (Electric included)
Cancellation Fee		\$30.00

ORIBILETTI CENTER - Lincoln Park (MLK Drive)		
PARK FACILITY OR USE	DEPOSIT	RENTAL
Daily Use	\$150.00	\$25.00 per hour – Non Profit \$50.00 per hour – Profit
Cancellation Fee		\$30.00

CONCESSION STAND – Lincoln Park on 18th Avenue for larger events		
PARK FACILITY OR USE	DEPOSIT	RENTAL
Daily Use	\$150.00	\$25.00 – Non Profit \$50.00 per hour – Profit
Cancellation Fee		\$30.00

BAKER PARK BUILDING		
PARK FACILITY OR USE	DEPOSIT	RENTAL
Daily Use	\$100.00	\$25.00 per hour – Non Profit \$50.00 per hour – Profit
Cancellation Fee		\$30.00

SOUTHPORT BEACHHOUSE		
PARK FACILITY OR USE	DEPOSIT	RENTAL
Daily rate	\$300.00 (any event with a beer permit) \$100.00 (event with no beer permit and 4 hours or less)	<i>City of Kenosha Resident</i> \$30.00 per hour. <i>Non City of Kenosha Resident</i> \$45.00 per hour
Beer Permit (if applicable) See Item #1 in the Rules and Regulations		\$25.00
Cancellation Fee		\$30.00

RESTRICTIONS:

- No rentals during the months of January – March
- No rental prior to 10:00 am without prior approval from the Park Director or his designee.

PARK BUILDING RULES AND REGULATIONS

1. "Park Use Agreement" form to be filed and all fees paid within 14 days of reserving the facility. No exceptions without prior approval from the Park Director or his designee. Reservations less than 30 days will be required to make full payment in the form of cash, cashier's check, or money order. Credit and debit cards are not accepted.
2. A "Park Use Agreement" for events where no alcohol will be present can be issued to applicants 18 years of age or older. A "Park Use Agreement" for events involving alcoholic beverages will only be issued to applicants 21 years of age or older.
3. Maximum occupancy for event is posted in each building and must be adhered to at all times. Exceeding occupancy limits will result in termination of the event.
4. Changes, alterations, or defacement of property to any facility, its furnishings or equipment will not be permitted. Any person or group causing damage to property or equipment will be required to pay for current cost of repair including labor, or replacement to restore furnishings or equipment to its original condition. Until full payment for damage is received, the City shall have the right to deny future application without any stated cause.
5. Beer permits will be issued only for approved events where fermented malt beverages are being served with the approval of the Park Director or his designee. Permit is for consumption only; the sale of fermented malt beverages is prohibited. Organizations/ individuals that have received a fermented malt beverage permit will be required to have an adult over the age of 21 present at all times and have designated security personnel to ensure that no fermented malt beverages are taken outside the building. The permittee is responsible for all fees related to security personnel and equipment. Consumption of fermented malt beverages is prohibited after 9:30 PM. No fermented malt beverages are allowed outside of the building.
6. If additional staff is required for the event, a direct charge will be billed to the organization/individual.
7. There is a two-hour minimum rental Monday through Thursday, four-hour minimum rental Friday through Sunday.
8. Cancellation Policy: The City of Kenosha Park Department requires a minimum of 30 days written notification of any rental cancellation. A \$30.00 fee will be charged for any cancellations. All fees will be forfeited if event is canceled without minimum notification.
9. Forfeiture of all fees including deposit will result if any of the following occurs:
 1. Facility damage beyond normal use.
 2. Excessive maintenance is required following use.
 3. Any act by the applicant and/or applicant's group requires police action.
 4. Cancellation of an event in progress due to violation of City policies, rules, or regulations governing such usage.
10. The kitchen at Southport Beach House is solely a warming kitchen and cannot be used for meal preparation. There are no kitchen facilities at the Baker building or the Oribiletti Center.

11. Building doors are to be kept closed at all times. DO NOT PROP OPEN.
12. Music must be turned off at 9:30 PM. Beer permits expire at 9:30 PM. Event must end and guests must leave the building/park no later than 10:00 PM. The user group that is cleaning the facility must vacate the building (including all personal items) no later than 10:30 PM.
- 13. Smoking or tobacco use is prohibited at all City facilities.**
14. Animals are not permitted in Park building facilities except for those that are used in aiding a person with a disability or for dog shows/events.
15. Possession of firearms and/or weapons is strictly prohibited.
16. There must be one adult supervisor (at least 21 years of age) for every 15 minors.
17. The building must be left in the same condition as when entered. Any damage/debris found upon arriving at the building must be reported to the Park Department immediately so that you are not charged. All tables and chairs must be returned to their original location. Tables must be wiped clean after usage. Floor must be swept if any debris has been dropped. Broom and dustpan will be provided.
18. Turn off all lights, check restrooms, and secure buildings when leaving.
19. The Park Department is not responsible for equipment or material owned by persons using the buildings. Such equipment may not be stored at the buildings without written permission from the Park Director or his designee. The City is not responsible for lost or stolen items. The City is not responsible for any items delivered before, or left after an event.
20. The use of the name, address, or telephone number of the City of Kenosha Park Department as the address or headquarters of any group using a building is prohibited.
21. The announcements, press releases, fliers, etc., relating to meeting must clearly state the sponsoring agent's name and not the City of Kenosha Park Department.
22. The application must be signed by an adult who will be in attendance and will assume full responsibility for the group use of the facility. The adult signing the reservation form is a duly authorized representative for any and all damages, missing items, and clean up. The applicant must be the individual in charge of the event and must be in attendance throughout the duration of the event. In addition, the applicant must verify all conditions are met and acceptable on the "Park Use Agreement" form at the conclusion of the event, including cleanup.
23. Dates and hours on the reservation form must include setup, take-down, and cleaning time.
24. **RIGHT OF DENIAL:** The Park Department reserves the right to deny the use of any facility to a person and/or group for good reason. Examples: A conflict with planned or ongoing facility use; lack of personnel to prepare facilities; a known history of disruptive or undesirable conduct by the person and/or group.