

**CITY OF KENOSHA PARK DEPARTMENT
2008 FEES AND CHARGES**

SOUTHPORT BEACHHOUSE		
PARK FACILITY OR USE	DEPOSIT	RENTAL
All Day Events (over 8 hours)	\$300.00	<i>City of Kenosha Resident</i> \$30.00 per hour. <i>Non City of Kenosha Resident</i> \$45.00 per hour
Meetings, non-profit organizations, youth events (birthday parties), bridal showers, baby showers etc.	\$150.00 Required with a beer permit \$100.00 with no beer permit	<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

NOTE: Facility is closed during January and February each year. The building accommodates a maximum of 150 persons. There are tables and chairs available in the building. A catering kitchen is available, which includes a refrigerator, conventional warming oven, freezer and bar cooler. There are no cooking facilities at the site.

RULES AND REGULATIONS

Deposit is to be paid within 14 days of reserving the facility. Balance of all fees are due within thirty (30) following the receipt of the deposit. 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, cashiers check or money order.

Organization/Individual using the facility for public special events may be required to provide proof of Comprehensive General Liability Insurance in the amount of one million dollars (\$1,000,000) (Certificate of Liability Insurance) which names the City of Kenosha as an additional insured. This is to be determined by the Director of Parks (or his designee) and/or the City Risk Manager.

1. Southport Beachhouse Only: Beer Permit will be issued only for approved events where fermented malt beverages are being served with the approval of the Park Director or his designee.
2. If additional staff is required for the event, a direct charge will be billed to the organization/individual.
3. There is a 2-hour minimum rental Monday thru Thursday. On Saturday and Sunday the minimum rental will be four (4) hours.

4. Cancellation Policy: If paid in full and cancellation is more than 30 days prior to the event, a refund will be issued subject to a cancellation fee of \$30.00. If the cancellation is less than 30 days there is no refund unless the Park Department is able to rent the facility. A refund will then be issued subject to cancellation fee.
5. Organizations/Individuals that have received a fermented malt beverage permit will be required to have an adult over the age of 21 and designated as the security person to ensure that no fermented malt beverages are taken outside the building. The Permittee is responsible for all the fees related to security personnel and equipment. Consumption of fermented malt beverages is prohibited after 9:30 pm and are NOT allowed of the building.
6. Southport Beachhouse Only: The kitchen is solely a warming kitchen and cannot be used for meal preparation.
7. Keep doors closed at all times. DO NOT PROP OPEN.
8. Music must be turned off at 9:30 PM. Beer permits expire at 9:30 p.m. Event must end and guests leave the building/park no later than 10:00 p.m. The user group that is cleaning the facility must vacate the building (including all personal items) no later than 10:30 pm without permission of the Park Director or his designee.
9. No smoking is allowed in any building.
10. There must be one adult supervisor (21 years of age) per 15 minors.
11. 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.
12. Turn off all lights, check rest rooms and secure building when leaving.
13. 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 the Park Director or his designee.
14. 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 the buildings is prohibited.
15. The announcements, press releases, flyers, etc. relating to meeting must clearly state the sponsoring agents name and not the City of Kenosha Park Department.
16. The application must be signed by an adult (21 years of age or older) who will be in attendance and will assume full responsibility for group use of the facility. The adult signing the reservation form is duly authorized representative for any and all damages, missing items, and clean up.
17. Dates and hours on the reservation form must include set-up, take-down and cleaning time.
18. 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.