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City of Waukesha
Parks, Recreation and Forestry Department
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SPECIAL AREAS

Rental Policies & Procedures

- Persons must be 18+ years of age to rent facilities and 21+ years of age to obtain an alcohol permit.
- Every effort is made to have facilities clean. If there are any problems please call the emergency contact phone number on the last page of your permit.
- Payment due at time of reservation.
- Fees indicated are City of Waukesha resident fees & charges – see fee sheet for non-resident fees.
- Reservation ending time must be adhered to due to potential reservations following your event.
- Bring your permit with you on the day of your rental

Park Policies and Guidelines Regarding Usage

- ✓ Park Hours: Sunrise to 10:00 pm daily
- ✓ All trash will be placed in trash receptacles
- ✓ Leave the park the way you found it!
- ✓ If WPRF needs to repair or clean up your event, the responsible party will be billed for damages &/or labor.
- ✓ Be courteous of other park patrons (keep noise/music at acceptable levels)
- ✓ Any use of charcoal must be extinguished and removed from park
- ✓ No small debris permitted (piñata, confetti / bird seed etc.)
- ✓ Tents & Inflatables require additional permits
- ✓ All vehicles must park in designated parking areas only.
- ✓ No sales of any kind without permit. (May require WPRF approval)
- ✓ Dogs not allowed in City parks.
- ✓ No tents, or inflatables without permit – 30 day advance notice. (See hot lining procedure)
- ✓ Bathrooms are public restrooms available for public during park hours.
- ✓ There is a possibility that the restrooms may be closed prior to 10:00 pm.

*Any rental that exceeds 400 is required to recycle

Refund Policy

Prior to 30 days of scheduled date, refunds will be made when the customer's original permit is returned to WPRF. If a refund is desired, please notify the office on your written request. You will receive a full refund credited to your WPRF account. If a check or credit card refund is desired, you will receive the refund minus a $10 service charge. Refunds under $10 will automatically be credited to your WPRF account. All credits to WPRF may be used toward future registration/rentals. The credit will be available for use up to two (2) years of date of issue as permitted by law.

No refunds or credit for inclement weather or for cancellations less than 30 days prior to event.

Severe Weather

It is your responsibility to monitor weather to insure your own safety – our shelters are not intended to protect you from severe weather.

Special Area Facility Fees & Charges

Payment due at time of reservation

- ✓ Fees indicated are City of Waukesha resident fees & charges – see below for non-resident surcharge. Tax is included when applicable.
- ✓ Any commercial photography (i.e. video, still, commercial media use) must obtain permission from the Director of WPRF. Fees are individually assessed.
- ✓ Changes in original dates &/or times may be made up to one week prior to event. There will be no charge for the first change and a $25 charge for each change thereafter. A $25 charge for any changes within 5 business days of event.
- ✓ *Non-Resident Surcharge: Non-residents must pay an additional $25 per facility rental, as established by the Parks, Recreation & Forestry Board.

*A non-resident is defined as a person who does not reside or own property within the corporate limits of the City of Waukesha. (In general does not contribute to the City of Waukesha property taxes).

FRAME PARK AMPHITHEATER / LES PAUL PERFORMANCE CENTER

1. Music will not contain profane language. Volume of music must be at an acceptable noise level.
2. If you will be using electricity, at the Frame Park Amphitheater, the key for the electrical box needs to be picked up at the WPRF office during office hours (Monday through Friday 8:00 am to 4:30 pm.) A deposit for the key is required and will be refunded approximately 2-3 weeks after it is returned.
3. If you plan to use the inside of the Les Paul Performance Center, an hourly attendant fee will be charged.
4. Open space is an option when renting the amphitheater – it is the area between the amphitheater and the Fox River.

Amphitheater/Open Space – Frame Park

Fee:	*$70 / 3 hours under 200 people*	*$20 each additional hour*
	$140 / 3 hours over 200 people	*$40 each additional hour*
	**$50 deposit required.*	

Les Paul Performance Center – Cutler Park

Fee:	*$70 / 3 hours under 200 people*	*$20 each additional hour*
	$140 / 3 hours over 200 people	*$40 each additional hour*

Optional Services:

**$15/hr supervision (required if using inside bandshell)*

FORMAL GARDENS

1. No electricity is available. Any amplification must be at an acceptable noise level. Use of a generator requires prior approval in writing thirty (30) days prior to event. The generator must comply with all fire codes and must be kept outside the formal gardens.
2. No rice / birdseed or other type of confetti is allowed.
3. All guests must stay on designated paths – absolutely stay out of flowerbeds. The picking of flowers is not permitted.
4. All professional photographers must obtain a Formal Garden Special Use Application/Permit.
5. Up to ten (10) chairs may be brought into the Formal Gardens. However, they must be kept on paved/gravel areas.
6. Prime Time – Saturdays (12 noon to 6:00 pm) and while garden attendant is on duty – all group photos require permit.

Fee:	*Formal Gathering (20 people or less):*	*$55 /hour (2 hour maximum)*
	Formal Gathering (21-50 people):	*$110 /hour (2 hour maximum)*

A "walk-in" permit may be obtained on Saturdays prime-time (12:00 Noon to 6:00 pm only) while Garden Attendant is on duty. A special service fee of $75.00 to be paid on site (one hour time limit). Non-resident fees would apply. Available on a first come first serve basis. **Permit holders always take priority over walk-ins. On Saturday prime time (12 noon – 6:00 pm) all group photographs require permit.**
$250 Annual Photography Permit – Includes unlimited non prime-time reservations and up to 5 prime time one hour reservation.

Optional User Service Fees

▪ Additional Picnic Tables	$55 (includes tax) up to 4 additional tables
▪ Additional Trash Barrels	$30 (includes tax) up to 10 additional barrels
▪ Water Spigot (where applicable)	$25 per day (includes tax)
▪ Docks and Pier	$55 per day
▪ Tent Permit (100 sq. ft. or larger) / Inflatables	Contact PRF for fees & policies
▪ Left over event supplies	$25 per day
▪ Additional Cleaning	$50 per hour
▪ Sales Permit (for private groups)	$55 per day
▪ Permit Changes	$25 per change
▪ Portable toilets	$10 per day per unit / rental user provides units

Any group that signs the Fermented Malt Beverage and wine distribution agreement must comply with the following:

Fermented Malt Beverage (i.e. beer) and Wine Distribution Agreement

The gathering shall be a private affair, not open to the public, nor advertised publicly in any manner and adhere to City Ordinance #11.27(4). No charge for beverages shall be made for guests, and no beverages shall be distributed to any persons under 21 years of age. Only fermented malt beverage (i.e. beer) and wine distribution is allowed. No alcoholic beverages shall be dispensed, consumed or be in possession of any person on park premises after 10:00 pm.

Note: Sale of alcoholic beverages is limited to selected parks and requires a special license and approval of the Common Council (inquire with Director of Parks, Recreation & Forestry).