



**Village of Windsor  
PARK SHELTER RESERVATION APPLICATION  
608-846-3854**

**Applicant Information**

Name of Applicant/Group: \_\_\_\_\_

Contact Name (must be 18 or older & present at event): \_\_\_\_\_

Address: \_\_\_\_\_ City/ST/Zip: \_\_\_\_\_

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

**Shelter Rental Information**

Reservation Date(s): \_\_\_\_\_ Time: \_\_\_\_\_

**Parks are available to rent April 15th through October 15th**

<input type="checkbox"/>	Windsor Fireman's Park*	6711 Park Rd
<input type="checkbox"/>	Windsor Sports Commons (Linde Field)**	4174 CTH V
<input type="checkbox"/>	Morrisonville Ball Park*	4729 Hwy DM
<input type="checkbox"/>	Cradle Hill Park	4361 Cradle Hill Dr
<input type="checkbox"/>	Windsor Gardens Park	6654 Covered Bridge Trl
<input type="checkbox"/>	Sunset Meadows Park	6786 Windsor St
<input type="checkbox"/>	Windsor Meadows Park	3990 Gray Rd
<input type="checkbox"/>	Bull Run	6900 Valiant Dr
<input type="checkbox"/>	Terrace Park	6648 Forest Park Dr
<input type="checkbox"/>	Millstone Heights Park	3842 Sunny Wood Dr

\*park reservation requires approval from Windsor Youth Baseball

\*\*park reservation requires approval from Norski Soccer and Norski Lacrosse

**Park/Shelter Regulations:**

- Review the full list of Park Regulations and Rules on our website at [www.windsorwi.gov](http://www.windsorwi.gov).
- Are you serving beer or wine at your event?  **Yes**     **No**

**If Yes, review Windsor's policy on Beer and Wine in Reserved Park Shelter which is available in the FAQ section.**

- Review the Frequently Asked Questions section of the Park Shelter Reservation Application for important information about restroom keys, event clean up, field/diamond use and more.
- Special requests such as beer sales, inflatables, waiving of rental fees, groups larger than 500 must be approved by the Parks Commission. For amplified music, the Village Clerk must approve and issue a permit.

**Payment/Deposit Information:**

- A \$35.00 per day application fee is required to reserve a shelter and is **non-refundable**.
- A \$100.00 security deposit is required to reserve a shelter and is refundable upon inspection of the park. If the park is left in good condition, then the security deposit will be returned. Please select if you would like your original security deposit check shredded or if you would like to pick it up:  Pick Up     Shred
- We accept **checks only (no cash)**. Checks are payable to Village of Windsor.
- We require separate checks for the application fee and security deposit.
- The \$100.00 security deposit must be mailed/delivered to the Windsor Municipal Building one week prior to the event or upon picking up shelter keys (when applicable).

**Acknowledgement/Acceptance:**

I hereby acknowledge and accept responsibility for any and all damages to the park including but not limited to landscaping, equipment, bathrooms, and shelters resulting from the activities by the applicant. I understand that the Village of Windsor will inspect the park following this event. I further understand that I may be charged for any damages and clean up following the event. I also agree to abide by the Park Rules, Regulations and Ordinances.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For office use:** Date Paid: \_\_\_\_\_ Amount: \_\_\_\_\_ Receipt: \_\_\_\_\_ Copy to P.W.: \_\_\_\_\_  
Post Event Inspection: \_\_\_\_\_ Keys Returned: \_\_\_\_\_ Security Deposit Returned: \_\_\_\_\_

**Village of Windsor**  
**PARK SHELTER RESERVATION APPLICATION**  
**Frequently Asked Questions**

1. When can I arrive to setup for my party?  
We allow individuals to start setting up one (1) hour prior to their event.
2. Can I use the concession area of the shelter (when applicable)?  
**No**, only the shelter is reserved. Concession stands are not available for rental and will be locked. However, many of our shelters do provide electrical outlets that can be used.
3. Do I need to pick up keys for the restrooms?  
**Yes**, for certain parks. If you are renting a shelter at Windsor Fireman's Park or Morrisonville Park, you will need to pick up restroom keys prior to your event. Restroom keys can be picked up at Windsor Municipal Building the Friday before your event from 8:00am to 4:30pm. Keys should be returned the Monday following your event. Cradle Hill Park and Windsor Sports Commons do not require keys as the restrooms are on a timer (open from 9:00am to 8:00pm). **The other Windsor parks available to rent will have a portable restroom.**
4. Can we use the entire park including fields or diamonds?  
**Yes**, if there are no scheduled youth sports occurring at the same time. If the fields and/or diamonds are not being used by youth sports, then you are allowed to use them.
5. Are pets allowed?  
**No**, pets are not allowed in any Windsor park (leashed or unleashed).
6. Can we serve alcohol to our guests?  
**Yes**, you are allowed to serve **beer or wine** to **guests 21 years or older** if you are renting the shelter. There are additional regulations you must follow in order to serve beer or wine:
  1. Only individuals who are renting a shelter and have completed the Park Shelter Reservation Application are allowed to have beer or wine at their event. Otherwise, no alcohol, including beer and wine, is allowed in any Windsor park.
  2. Both the shelter renter and their guests may bring beer or wine to the event but it must be kept in the shelter area. It violates the law to have open alcoholic beverages in other areas of the park including playground areas, fields or diamonds, public roads, public parking, or in vehicles.
  3. You cannot charge for or sell beer or wine.
  4. You can only serve beer and wine in non-breakable containers (no glass).
  5. The individual renting the shelter is responsible for the actions of their guests and any damage caused by their guests.
  6. The shelter renter must surrender their permit and end the event at the request of Law Enforcement.
  7. Law Enforcement may remove individuals from the park for violations of this policy and may issue citations as appropriate.
7. Can we use grills for cooking?  
**Yes**, adults should attend hot grills at all times and be capable of putting out any fires if need be. If you bring a grill, you are responsible for controlling, maintaining and completely extinguishing the fire and safely disposing of ashes and coals (if applicable).
8. Do I need to do anything when my event is done?  
**Yes**, the shelter area should be cleaned up and left in good condition.
  1. Shelter areas should be picked up within one (1) hour of when the event ends.
  2. **The applicant/group may use the park trash receptacles to dispose of garbage. If there is garbage that does not fit in park receptacles, it is the responsibility of the applicant to remove and dispose of the garbage off-premise.**
9. Where should we park?  
You and your guests should park in designated parking stalls, when available, or on the streets surrounding the park. Do not park on the grassy areas or in any manner that blocks private property.