

**Village of Windsor
PARK SHELTER RESERVATION APPLICATION
608-888-0066**



Name (must be 18 or older & present at event): _____

Address: _____ Phone #: _____

Email: _____ Event Type: _____

Will there be beer and/or wine at event? Yes No If yes, review policy on Beer and Wine in Reserved Park Shelter.

Reservation Date(s): _____ (Parks are available to rent April 15th through October 15th)

Time (Check One): 10 am to 2 pm (Half Day) 3 pm to 7 pm (Half Day) Entire Day

Check Preferred Park	Park	Address
	<input type="checkbox"/> Bull Run Park	6900 Valiant Dr.
	<input type="checkbox"/> Cradle Hill Park	4361 Cradle Hill Dr.
	<input type="checkbox"/> Grosbeak Glen Park	4335 Grosbeak Glen
	<input type="checkbox"/> Millstone Heights Park	3842 Sunny Wood Dr.
	<input type="checkbox"/> Morrisonville Ball Park*	4729 County Hwy DM
	<input type="checkbox"/> Old Mill Site (Token Creek Conservancy)	6394 Portage Rd.
	<input type="checkbox"/> Sunset Meadows Park	6786 Windsor St.
	<input type="checkbox"/> Terrace Park	6648 Forest Park Dr.
	<input type="checkbox"/> Windsor Community Park (SMALL SHELTER ONLY)	6570 Pederson Crossing Blvd.
	<input type="checkbox"/> Windsor Fireman's Park*	6711 Park Rd.
	<input type="checkbox"/> Windsor Gardens Park	6654 Covered Bridge Trl.
	<input type="checkbox"/> Windsor Meadows Park	3990 Gray Rd.
<input type="checkbox"/> Windsor Sports Commons*	4174 County Highway V	

*Park reservation requires approval from recreation club Key required for Restroom Access

Fees (Non-Refundable and Non-Transferable)

Resident Half Day → \$50 Non-Resident Half Day → \$100
 Resident Entire Day → \$100 Non-Resident Entire Day → \$200

Fees can be paid via check, cash or credit card (service fees apply when using a credit card).

Security Deposit

A \$100 security deposit is required at least one week prior to event. The security deposit must be submitted via a separate check, made payable to Village of Windsor. After the park is inspected, and determined to be left in good condition, the original check for the security deposit can be either picked up or shredded. Please indicate your preference:

Pick Up Shred

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: _____

Office Use Only		
Amount Due \$ _____	Date Public Works Notified _____	Date and Initial of Post Event Inspection _____
Date Paid _____	_____	Keys Returned _____
Receipt # _____	_____	Security Deposit Returned _____

Village of Windsor Park Shelter Reservation Guide

General Park Rules and Regulations

Park hours are from 5:00 am to 10:00 pm.

- No pets
- No Alcoholic Beverages (unless renting a park shelter; review policy below)
- No Smoking
- No Firearms and other weapons
- No Offensive, Abusive or Disruptive Behavior
- No Sound Amplification without a Permit
- No Hunting and Trapping
- No Open Fires Outside Designated Areas
- No Unauthorized Vehicles
- No Glass Containers

Refer to Village Ordinances for complete rules and regulations.

Rented Shelter/Park Use

- Shelters are rented with the understanding that the park is open to the public, and the only thing reserved is the shelter. You may use the fields, playground and other areas of the park; however, those areas are not reserved.
- Concession stands are not available for rent and will be locked.
- Keys: 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 the Windsor Municipal Building the Friday before your event from 8:00 am to 4:30 pm. Keys should be returned the Monday following your event. Cradle Hill Park, Windsor Community Park and Windsor Sports Commons do not require keys as the restrooms are on a timer (open from 9:00 am to 8:00 pm). **The other Windsor parks available to rent may have a portable restroom.**
- Grills can be used for cooking. An adult should attend hot grills at all times and be capable of putting out fires, if need be. You are responsible for controlling, maintaining and completely extinguishing the fire and safely disposing of ashes and coals, if needed.
- The shelter must be cleaned up and left in good condition when your event is over. At the end of the event, all garbage shall be removed from the site and a new trash bag, provided in the bottom of the receptacle, shall be placed in the receptacle.
- Parking is allowed in designated parking stalls or on the street, if not marked otherwise. Do not park on the grassy areas or in any manner that blocks private property.
- There are no inflatables or tents allowed.
- For amplified music, the Village Clerk must approve and issue a permit.

Policy on Beer and Wine in Reserved Park Shelters

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:

- 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.
- 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.
- You cannot charge for or sell beer or wine.
- You can only serve beer and wine in non-breakable containers (no glass).
- The individual renting the shelter is responsible for the actions of their guests and any damage caused by their guests.
- The shelter renter must surrender their permit and end the event at the request of Law Enforcement.
- Law Enforcement may remove individuals from the park for violations of this policy and may issue citations as appropriate.