2026 Park Reservation Application

Village of Oostburg
1140 Minnesota Ave
Oostburg, WI 53070

This reservation form must be completed and signed on both front and back and returned to the Village Clerk's Office. A signed application along with required fee must be on file BEFORE facilities can be reserved. Please carefully review reservation regulations and park rules on the back side of the application.

Reservation Date:		
Time:	FROM:	TO:

The DPW will unlock the door for you. When leaving, please lock the door behind you.

- ☐ **VETERAN'S PARK (SEE FEES ON PAGE 2)**
  - ☐ **FOOD STAND**
  - ☐ **JAYCEE SHELTER (ROOF WITH OPEN SIDES)**
  - ☐ **BAND STAND SOUND SYSTEM**
- ☐ **TRAILHEAD BUILDING (SEE FEES ON PAGE 2)**
- ☐ **$125 ELECTRICIAN SURCHARGE FOR TENTS – COORDINATE WITH DPW 3 WEEKS PRIOR.**
- **DUMPSTER RENTAL IS RECOMMENDED FOR LARGE GROUPS.**
- **THE PARK PROPERTY AND TRAILHEAD BUILDING ARE AVAILABLE TO THE GENERAL PUBLIC BETWEEN THE HOURS OF 6 AM AND 10 PM.**
- **AVAILABILITY OF ATHLETIC FACILITIES DEPENDS ON USE BY ESTABLISHED LEAGUES.**

Name: _____

Address: _____

City: _____

Phone: _____

E-mail Address: _____

Group or Organization: _____

Purpose of Reservation: _____

The Village of Oostburg has the authority to determine the appropriateness of the site based on the requested activity. Approval of a Park Facilities Request will depend on the availability of the requested facilities, the ability of the Village of Oostburg to provide resources to ensure a safe and orderly event based on crowd control, traffic control, adequate parking, sanitation, and other health facilities; and to not interfere with law enforcement, fire, or ambulance service to areas contingent to the park facilities. The Village of Oostburg has the authority to require the provision of proof of General Liability Insurance by the user if it deems it necessary.

INDEMNIFICATION: User agrees to indemnify fully and save and hold harmless the Village of Oostburg, its officers, employees, and agents, against all damages, claims, liabilities and causes of action of every kind and nature, to the extent they are caused by the conduct of the user, its visitors, agents, or employees. The Village shall give prompt and reasonable notice of any such claims or actions and user shall have the right to investigate, compromise and defend the same to the extent of user's own interest.

WAIVER OF CLAIMS: The Village of Oostburg and its agents, employees and contractors shall not be liable for, and user hereby releases all claims for damage to or loss of personal property sustained by user or any person claiming through user resulting from any fire, accident, occurrence, theft or condition in or upon the Village premises / facility or which they shall be a part of, or if adjoining or contiguous property or buildings, provided same are not due to negligence of Village, its agents, or employees.

Your signature indicates your agreement to the above terms.

_____ _____

Signature of Applicant Dated

RULES AND REGULATIONS GOVERNING VILLAGE PARKS

2.03 Consumption of Malt Beverages and Intoxicating Liquor

No Person shall drink or carry for the purpose of immediate consumption any intoxicating liquor or fermented malt beverage upon the streets, sidewalks, alleys, public parking lots, and other public ways of the village except at licensed premises. Any person carrying any open can, cup, glass, bottle, or similar drinking vessel containing intoxicating liquor or fermented malt beverages upon the streets, sidewalks, alleys, public parking lots and other public ways of the village shall be in violation of this section. The provisions of this section will be waived by the Village Board for duly authorized events and for which an organization has completed the Application for Use of Park Facilities or has been issued a Temporary Fermented Malt Beverage and/or Temporary Wine License for a designated area.

A violation of the provisions of this section shall subject the violator to a penalty as set forth in the Fine Schedule at Chapter 4 of the Village Ordinances, plus the costs of prosecution.

2.08 Oostburg Parks and All Public Parking Area Regulations

1. Purpose. The purpose of this regulation shall be to secure for the public the quiet, orderly, and suitable use and enjoyment of the Oostburg parks and all public parking areas located in the Village of Oostburg.
2. USE OF PARKS. Oostburg Parks are open for use by the public between the hours of 6 am and 10 pm. During the hours when Veterans Park and the Trailhead Building are open, the food stand and Jaycee Shelter at Veterans Park and the Trailhead Building may be reserved by contacting the Village Clerk at 920-564-3214. Such permission shall be granted after the Park Reservation Form has been received by the Village Clerk. This form will not be considered received until it is entirely filled out and is accompanied by the appropriate fee as follows:

   A. Non-refundable Fee Schedule:

1) Village Residents	$ 75
2) Non-residents	$125
3) “For Profit” Village Businesses	$125
4) "For Profit" Non-Village Businesses	$175
5) Non-profit Organizations	$ 50

3. CONDUCT IN THE PARKS. No person shall engage in any disorderly conduct, nor in any lewd or lascivious talk, act, or behavior in the parks; all refuse paper or waste materials shall be placed in receptacles provided; therefore, apparatus, property or shrubbery shall not be destroyed or mutilated.
4. REGULATIONS. The Property Committee may adopt such additional rules and regulations for the use of the parks as stated above, which shall take effect upon passage by the Oostburg Village Board and posting in the parks and are made a part hereof by reference.
5. NOTICE. The hours of operation of the parks and notification that use is subject to regulation as posted, shall be erected on appropriate signs at the main entry ways to the parks.
6. PENALTY. A violation of any of the provisions of this Section or any of the rules and regulations incorporated in this Section by reference shall subject the violator to a penalty of not less than $50.00 (Fifty Dollars), nor more than $100.00 (One Hundred Dollars), plus the cost of prosecution.
7. Tent Surcharge purpose is for an electrician to mark the grass before tent is constructed. Tent rental is not included in the park reservation. **Work with the DPW 3 weeks prior to reservation**.

Assurance Statement

I have reviewed the Park Regulations listed above. By submitting this application, I fully understand that I will be held responsible for any violations of State laws and rules and regulations of the Village of Oostburg, Wisconsin at the location and time specified on the application. I further understand that if a violation occurs, the activity can be canceled without prior notice and the parties and organization named herein may be subject to prosecution for such violations.

Signature of Applicant _____ Dated _____

Questions? Contact the Village Clerk at 920-564-3214.