



# City of Verona

410 Investment Court  
Verona, WI 53593  
Phone: (608) 845-6695 Fax: (608) 845-5761  
Email: [parkandrec@ci.verona.wi.us](mailto:parkandrec@ci.verona.wi.us)

For office use:  
CR# \_\_\_\_\_

## PARK SHELTER RESERVATION FORM

Return this form to the Parks Department at the address, fax number, or email listed above.

Park: \_\_\_\_\_ Reservation Day & Date: \_\_\_\_\_

Time: \_\_\_\_\_ to \_\_\_\_\_ (Parks close at 10pm, extended hours require special event approval)

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ (for alcohol only)

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone # : \_\_\_\_\_ Approx. Attendance: \_\_\_\_\_ Serving Alcohol? : Y N

City Residents: \$100 for up to 50 people, \$50 per each additional 50 people  
Non-Residents: \$200 for up to 50 people, \$50 per each additional 50 people  
Fee: \_\_\_\_\_

**Special Event?**

Y N

If yes, a [special event application](#) must also be submitted to the City Clerk

**Special events** require 45 days advance notice and Park Commission approval. A park reservation is considered a special event when any of the following conditions apply:

1. More than 200 people will be in attendance.
2. The event takes place before 7:00 am or after 10:00 pm.
3. The event is catered.
4. Music or loudspeakers will be used as part of the event (regular household speakers, ie small Bluetooth speakers, are exempt from this).
5. The event charges an admission fee or offers anything for sale as part of the event.
6. Outside attractions will be brought in (dunk tank, inflatables, etc).

\*Items #5 and #6 may require a Certificate of Insurance

**Park Rules**

1. Consumption of alcohol in any city park is allowed only by permit. Ord.12-1-6(a)
2. Consumption of alcohol in a vehicle *or* in a city parking lot is always forbidden. Ord.12-1-6(b)
3. Glass bottles and containers are not allowed in city parks. Ord. 12-1-1(12)
4. Pets are not allowed in city parks. Ord. 12-1-1(20)
5. Parking or operating a vehicle on turf areas is prohibited. Ord. 12-1-1(9)
6. Fires are allowed only in grills and fireplaces. Ord. 12-1-1(7)
7. The individual whose name appears on this permit is responsible for the conduct of all persons covered by this permit. Failure to show proof of permit upon request may result in revocation of permit, confiscation of alcoholic beverages, and subject the offender to arrest. Ord. 12-1-6(e)(1)

I understand the park rules and conditions of this permit and accept responsibility for the conduct of all persons covered by this permit. I understand that a violation of any of the above park rule may result in revocation of this permit and/or citation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date