

Park Rental Guidelines

1. The Park and Recreation Department does NOT guarantee absolute privacy to any group.
2. The user shall make sure that no State or Federal codes are violated.
3. All payments must be made by check only – no cash or credit cards. We do require 2 separate checks; one for the rental payment and one for the refundable deposit.
4. If a renter neglects to pick up a key before the rental, and alternative measures need to be taken to get the building open, the key deposit of \$100.00 will be held.
5. Building key(s) for Balmer, Nettesheim, South and Wagner parks must be picked up in the Park and Recreation office, located inside Pewaukee City Hall at W240 N3065 Pewaukee Road, Pewaukee, two days before the rental of a park. Key/clean-up deposits must be made at this time.
6. If there would be a problem getting into a facility, please contact the City of Pewaukee Police at 262-691-0921 for Balmer, Nettesheim, South or Wagner Parks and the Village of Pewaukee Police at 262-691-5678 for Village Park.
7. The building key must be returned to the Department within seven (7) days of use or future privileges will be denied. Key/clean-up deposits will be given back once the key is returned as long as no damage occurred to the park.
8. Specific reservations must be made for exclusive use of ball diamonds and volleyball courts only. If you wish to use the ball diamonds or volleyball courts, you must request this prior to your rental. Use of these areas is not exclusively included in a permit. Dragging and lining the ball field is an additional cost. Tennis and basketball courts are not for exclusive use.
9. No reservations will be made on Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve or New Year's Day.
10. Beer or wine is allowed in the parks with the park rental permit. A permit to sell beer MUST be obtained from the appropriate clerk depending upon what park is being rented. Any organization renting a park and wishing to sell fermented beverages must follow these guidelines:
 - Club/organization, lodge, society must be in existence for at least six (6) months.
 - Must apply for a special Class "B" license thirty (30) days prior to rental.
 - Obtain a federal tax stamp from the Department of Revenue in Milwaukee.
 - Have on premises at all times a licensed operator in possession of a current City/Village of Pewaukee operator's license.
11. No special lights are allowed unless by permit with the Director.
12. Tents must be taken down on the same day of the rental. Tents are not allowed to be staked down in the asphalt.
13. Reservations may not set up the night prior to the rental date nor set up earlier than the rental time. Please note we no longer include an hour before or after your rental at no charge for set up and clean up.
14. Renters are not allowed to sell any type of goods.

15. Notify the Department at 262-691-7275 immediately if the reservation is to be cancelled. Reservation fees are NOT refundable unless cancellation is made at least two weeks (14 days) prior to the rental date. A \$20.00 administrative fee will be charged.
16. The Pewaukee Park and Recreation Department reserves the right to cancel a reservation for any reason.

Park Rental Payment Procedure

1. Rentals can be set up over the phone by calling 262-691-7275.
2. All rental charges shall be paid to the Pewaukee Park and Recreation Department within 14 days of receiving the rental contract. Security deposits are due at the time of key pick up or at least two days prior to the rental if no key is issued.
3. Yellow rental contract forms are required when making payment at the Department office or when picking facility keys.
4. Keys can be picked up Monday-Friday between 8-4:30 pm, except during holidays.

Park Rental Cleanup Procedure

(In order to receive a full refund of your deposit, you must do the following)

1. The park and/or building must be left in the condition it was found. All garbage must be picked up and bagged. Leave the garbage inside the facility if renting a building or put at the bottom of the trash cans outside as to not attract animals.
2. Nothing can be left on the premises overnight – you may NOT come early the next morning to cleanup. Bag and throw out all extra food, do NOT leave in the refrigerator otherwise you will lose a portion of your deposit.
3. Sweep/mop the floor – the Department will leave you supplies to do so.
4. Bring towels or rags to wipe tables after use. Bring cleaning cleanser in the event of stained surfaces from decorations or refreshments.
5. Store folding chairs and tables in the same area where found.
6. DO NOT dispose of grease on the park grass or in the parking lot. There is a hose hook-up on the building if you are planning a corn or pig roast. Please hose parking lot area off before you leave in these instances.
7. If you are concerned about the condition of the park when you first arrive, call and leave a message for the Park and Recreation Director IMMEDIATELY at 262-691-7275. **DO NOT** wait until after your rental is over. You should also call the on-call maintenance person immediately to notify them of the condition as well. That number is listed on the paperwork left in the building for you.

Park Rental Fees

BUILDING RESERVATION

PARK			Business		Deposit
	Resident	Non-Resident	Resident	Non-Resident	
Balmer	\$50/day	\$100/day	\$85/day	\$430/day	\$200
Nettesheim	\$20/hr	\$40/hr	\$40/hr	\$160/hr	\$200
South	\$20/hr	\$40/hr	\$40/hr	\$160/hr	\$200
Wagner	\$30/hr	\$60/hr	\$50/hr	\$180/hr	\$200
Village	\$50/day	\$100/day	\$85/day	\$430/day	\$100

*2 hour minimum rental for Nettesheim and South

*2 hour minimum rental for Wagner August 31 - April 30

*4 hour minimum rental for Wagner May 1 - September 30

PICNIC AREA RENTAL

			Business		Deposit
	Resident	Non-Resident	Resident	Non-Resident	
50 People	\$50	\$150	\$100	\$400	\$100
100 People	\$70	\$210	\$140	\$600	\$100
200 People	\$125	\$375	\$250	\$1,000	\$200

Peak days of rental are May 1 to September 30. If you plan to rent a building during this time, you must be aware the picnic area rental fee is also **mandatory**. During non-peak months, buildings may be rented without additional picnic area rental fees.