



**Wisconsin Dells/Lake Delton
Parks & Recreation Department**

300 La Crosse St • Wisconsin Dells, WI • Phone: (608) 254-7458 • Fax: (608) 254-7329
www.citywd.org

PARK AND RECREATION FACILITY RENTAL APPLICATION

Reservations

Reservations are taken after January 2nd for each calendar year. Fees are due at the time of reservation. Call the Parks & Rec at (608) 254-7458 for shelter availability **before** sending in a rental application form and payment.

Refund/Cancellation Policy

If a shelter reservation is cancelled at least fourteen (14) business days in advance, customers may receive a 50% refund. No refund is given if a shelter reservation is cancelled with less than a 14 day notice. No refund for inclement weather.

Emergency Contact Information

If you experience issues on the day of your rental, please call the Wisconsin Dells Police at 608-253-1611 or Lake Delton Police at 608-254-8331. Please bring a copy of your confirmation email with you to the park to verify your reservation.

Fee Structure

Please see the additional sheet provided that provides Rental Rates. **For Newport Park call 608-254-2558.**

Parks and Recreation Facility Rules and Guidelines (indoor and outdoor)

- Park Hours: Sunrise to 10:00 pm daily
- All trash must be placed in trash receptacles provided at the shelter.
- If WD/LD P&R needs to repair or clean up after your event, the responsible party will be billed for damages and/or labor.
- Be courteous of other park patrons and leave the park better than you found it.
- The basketball courts, tennis courts, ball field, playground, restrooms and general park amenities will remain open to the public at all times unless specific arrangements are made.
- Any use of charcoal must be extinguished before your party leaves the park for safety reasons.
- No small debris of any kind is permitted (piñata, confetti, glitter, bird seed, etc)
- Only free standing or table top decorations are allowed. No pinning or stapling to any part of park structures or trees.
- No inflatables or temporary structures (including trailers, dunk tanks, tents, etc).
- No sales of any kind without proper permit.
- No vehicles are allowed on park property at any time. Loading & unloading of a vehicle must be done from the parking lot or street parking only.
- Number of people expected will be indicated on the reservation form.
- Glass containers are not allowed.
- NO alcohol in parks.
- Small radios are permitted. Amplified devices are not allowed.
- It is your responsibility to monitor weather to ensure your own safety – our shelters are not intended to protect you from severe weather.
- Bring rental form and confirmation email with you for proof of reservation.
- If rented, the indoor assembly area and/or kitchen is accessible by a code given by the department. It is the facility renter's responsibility to have the code upon the day of your reservation. The office is not open on weekends or after hours for accessing your code and refunds will not be given if you forget your code.
- The code is only valid for the hours indicated on the rental form and the doors will lock each time the door is closed. All codes expire after the indicated time frame.
- A copy of driver license and credit card numbers are required for deposit.

Renter should keep this page for reference



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Date Submitted: _____

Name of Applicant: _____ Cell phone: () _____ Alt. Phone: () _____

Email (Required) Print Clearly: _____

Address of Applicant: _____
Street, City, State & Zip

Facility Requested: _____ Function Description: _____

Date Facility Requested: _____ Time : _____ until _____ Number of People Anticipated: _____

Dells/Delton Resident (In Dells School District) ☐

Non-residents (Outside Dells School District) ☐

Credit Card #: _____

Exp Date: _____ 3 digit security # _____

***Copy of driver license and credit card numbers are required for deposit.**

Bowman Stable Indoor Assembly Area	☐
Bowman Stable Kitchen	☐
Bowman Stable Outdoor Shelter	☐
Bowman Lions Club Shelter	☐
Veteran's Park	☐
Ralph Hines Park	☐
Captain Bob's	☐
Total \$ _____	

Applicant/Responsible Party's Signature _____

Date: _____

Return this form, a copy of driver's license & payment to:

City of Wisconsin Dells ATTN: Parks & Recreation

300 La Crosse St.

Wisconsin Dells, WI 53965

STATEMENT OF UNDERSTANDING

The applicant named above on this application will be responsible for the conduct of the special event, the condition of the facility, and will be responsible for any and all damage created by their event. The City of Wisconsin Dells will not deny anyone the use of these facilities based upon race, color, creed, national origin, handicap or religion. The applicant for her/himself and for other persons, organizations, firms and corporations, does hereby hold harmless the City of Wisconsin Dells and Village of Lake Delton, and each and every of its elected and appointed officials, employees, representatives, agents, heirs and assigns, jointly and severally from and against any and all claims, causes of action, actions, liabilities, demands, losses, damages, and/or expenses of whatsoever kind and nature including counsel or attorney's fees, which may, at any time, be incurred or sustained arising from, resulting from the event. A representative of the group must be present at all times during the function and all members of party must adhere to the rules listed on the first page of this document.

Office Use Only:

Date Approved: _____ By (staff initial): _____ Paid: ____ YES ____ NO Check One: ____ Cash ____ Check #:

Date Denied: _____ By (staff initial): _____ Reason: _____

Park & Rec office keeps this page for records



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	Lions Pavilion Bowman Park	Stable Building Bowman Park	Rotary Park	Veteran's Park	Jenkins Lookout Park	Captain Bob's (Lake Delton)	Ralph Hines Park (Lake Delton)
Address/Location	700 Broadway Wisconsin Dells, WI 53965	730 Capital St Wisconsin Dells, WI 53965	905 Indiana Ave Wisconsin Dells, WI 53965	510 Veterans Dr Wisconsin Dells, WI 53965	East side of River Rd (1.5 blocks north of Broadway St)	On Miller Dr (next to Poppy Waterman Ice Arena)	410 West Delavan St (next to Lake Delton Grade School)
Picnic Shelter	Yes	Yes	Yes	Yes	No	Yes	Yes
Assembly Room	No	Yes (additional fee)	No	No	No	No	No
Kitchenette	No	Yes (additional fee)	No	No	No	No	No
Parking	Street Parking Stalls	Street Parking Stalls	Off-Street	Off-street near pool/shelter Large lot nearby	Street	Off-Street & Street Parking Stalls	Street Parking Stalls
Restrooms	Yes	Yes	Yes	Yes	No	Yes (Poppy Waterman Ice Arena)	Yes
Picnic Tables	12	?	5	10	-	12	12
Grills	Yes	Yes	No	Yes	No	Yes	Yes
Electrical Outlets	Yes	Yes	Yes	Yes	No	Yes	Yes
Drinking Fountains	Yes	Yes	No	Yes	No	Yes	Yes
Play Equipment	Yes	Yes	Yes	Yes	No	Yes	Yes
Basketball Courts	Yes	Yes	No	No	No	No	Yes (Lake Delton Grade School)
Tennis Courts	No	No	No	No	No	No	Yes
Baseball/Softball Fields	No	No	Yes	Yes	No	Yes	No
Public Pool	No	No	No	Yes (additional fee)	No	No	No

Wisconsin Dells/Lake Delton Park Information

The parks listed above are the parks that we allow reservations. The baseball fields at Rotary, Veterans, and Captain Bob's Park are not included as part of your reservation.

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