

Procedure for Winnebago County Community Park Shelter Reservations - 2021

Please note, capacity limits may apply

Reservations will be taken beginning Feb. 1, 2021

No reservation permits will be accepted prior to Feb. 1, 2021

In the event that the Parks office remains closed to the public, reservation permits will be available online for printing at: co.winnebago.wi.us/parks. Hard copies are available inside the lobby of the Winnebago County Administrative Building at 112 Otter Avenue during regular business hours.

Reservations are first come/first served as received by USPS at the Parks office. No emailed or faxed reservations will be accepted to allow access to all. Reservation permits will NOT be accepted at the Winnebago County Administrative Building, any drop box on any park property or any other Winnebago County facility. All incoming mail is date stamped within the Parks office. If there is a dispute, the post mark on the reservation's envelope will determine first come/first served.

Please provide the following information on the reservation permit: (see example permit)

1.) In the Reservation Date section, enter your preferred date followed by an alternate date.

2.) In the Shelter section, select a preferred shelter and an alternate shelter. Put a 1 by your preferred shelter and a 2 by your alternate shelter.

If neither preferred date is available, Parks office staff will make contact using the phone number and/or email provided to discuss alternate dates and shelters available and arrange for return of payment if necessary.

Payment Information: A check or money order must be included for the exact amount. We will NOT accept cash. Reservations without payment will be returned. On the permit form, make sure to provide your phone number and an email address for receipt or indicate mailing address to be used. Payment and capacity information can be found on the Winnebago County Parks Department website.

Key deposits and key pick up will not be applied for 2021 shelter reservations. Park staff will unlock shelters and dumpsters after 7 a.m. daily for reserved shelters. Renters must relock padlocks on shelter doors and dumpsters prior to leaving the facility. Damage amounts may be assessed for any damage caused by doors being left unlocked after renters have left the premises.

All other rules and regulations regarding reservation of park shelters will apply. Visit our website for more information: co.winnebago.wi.us/parks/community-park/shelter-rental-information. Picnic kit will NOT be available for rental in 2021.

ALL events on parks properties are subject to guidelines provided by the Winnebago County Health Department with no exceptions. Guidelines may change at any time with-out notice.

For expo outdoor event rescheduling and new event reservations, call the Parks/Expo office or email vredlin@co.winnebago.wi.us or rhelms@co.winnebago.wi.us.

A Covid-19 plan may be required prior to any event along with a consultation with a Health Department representative.

Example permit on page 2

Fill out the official permit on page 3 and mail it, with payment, to the following address:

**Winnebago County Parks Department
625 E County Rd Y, Ste. 500
Oshkosh, WI 54901**

**WINNEBAGO COUNTY PARK
USE PERMIT**

N^o. 2430

Type of Event: _____

Person in Charge: _____

Mailing Address: _____ City/State: _____ Zip Code: _____

Daytime Phone: _____ Alternate Phone: _____

Email Address: _____

Reservation Date: ____/____/____ Day of Week: _____

Est. Attendance: _____ Est. Arrival Time: _____

COMMUNITY PARK (501 E. County Road Y, Oshkosh, WI)

Shelter #1 (Key required)

Shelter #4 (No Key required)

Shelter#2 (Key required)

Pavilion (Key Required)

Shelter #3 (No Key required)

Open Air Shelter _____ (No Elec. Or Water)

RESPONSIBILITIES OF THE PERSON IN CHARGE:

- A) The individual designated as the Person in Charge on this Use Permit must be at least 18 years or older in order to reserve a shelter. Throughout the event, the Person in Charge is held responsible for the preservation of order, noise control, shelter clean-up and any damage that has occurred.
- B) Keys are required to access several of the shelters (see above). They must be picked up at the Parks Department Office prior to the Event. Access to the shelter is allowed on the Reservation Date only. See Item 2 on the Terms of Reservation sheet for additional key pick up information.
- C) Use of the county park shelters is subject to municipal and county ordinances and can be terminated at the discretion of the local municipal police department or County Parks Department if any term of the Use Permit is violated or when public safety is threatened.
- D) The Winnebago County Parks Use Permit is recognized as *proof of reservation*. The Person in Charge is to have this Use Permit in their possession while occupying the shelter.
- E) The Parks Department advises that a member of the rental group occupy the shelter no later than 12:00 p.m. on the day of the Event. The Parks Department offers no assurances that a reservation can be retained if a representative of the group is not present by that time. See Items 4 through 6 on the Terms of Reservation sheet.

For additional information, please refer to the Terms of Reservation sheet.

PARKS OFFICE USE ONLY

Today's Date: _____ tax-exempt #: _____

Keg Beer Permit attached

Amplification Permit attached

Key pickup required

Tent

FEE \$ _____ CASH CHECK # _____ Received by: _____

I certify with my signature that to the best of my knowledge the information and statements on this permit are true and correct. Any person who knowingly makes a false statement on a permit may be punished by revocation of all existing permits, in addition to forfeiture of fees paid in association with said permits.

Applicant Signature: _____ Date Signed: _____