

# Town of Brookfield Park & Rec Dept.

645 N. Janacek Rd.  
Brookfield, WI 53045-6052



(262) 796-3781 Fax: (262) 796-0339  
parkrec@townofbrookfield.com  
www.townofbrookfield.com



## Park Permit

Click or  
tab in  
boxes to  
select -  
Fill out  
online!

Park \_\_\_\_\_ Use drop down box in web Event Day/Date \_\_\_\_\_  
Group Name \_\_\_\_\_ Arrive/Leave Times \_\_\_\_\_  
Event Chairperson \_\_\_\_\_ Home Phone \_\_\_\_\_  
Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Email \_\_\_\_\_ Activity Planned \_\_\_\_\_  
Estimated Attendance \_\_\_\_\_ Date of Application \_\_\_\_\_ Cell # \_\_\_\_\_

**Sound Systems:** NOTE: Town Noise Ordinance must be complied with. Check with Police Dept. for specifics.

Please indicate if the following will be used (explain, if necessary):

Amplified Sound/Speaker System ☐ Live Music ☐  
Recorded Music ☐ Public Address System ☐

**Sanitation/Trash:** Clean up of the event immediately following event, including trash collection, is the responsibility of the applicant. **Bring extra trash bags for overflow** (it is permissible to stack additional trash next to existing bins). Groups of 100 or more require an additional fee for Facilities Cleaning (note on Park Permit Fees).

Will additional restrooms be brought to the site? \_\_\_\_ If yes, how many? \_\_\_\_

Please name the individual, organization or contractor responsible for clean up:

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State: \_\_\_\_\_

**Electrical/Water Use:** Toilets and bathroom sinks are included. Two outlets under park shelter can be used for additional fees and if noted here. Please be aware of wattage usage of your appliances (approx. 1800 watts per outlet).

Will electric be needed? \_\_\_\_ What will electric be used for? \_\_\_\_\_

**Independent Contractor:** Hold Harmless Agreement must be filled out two weeks before the date of the event by all parties involved if a contractor will be used. Please attach additional sheets if more than one contractor will be used.

Will an outside contractor be used for this event? Yes ☐ No ☐

What is the nature of this contractors responsibility for this event? \_\_\_\_\_

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_

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## Park Permit Fees

**Fees and Permit Requests:** All checks to be made out to: **Town of Brookfield**. All fees and deposit must be paid in order to reserve a date. Fees and deposit can be paid all together. Deposits will be returned via town check or credit refund within one month of event (credit card service fee is non-refundable).

- |  |   |
|--|---|
| <input type="checkbox"/> \$50 per park/per day-town residents  | <input type="checkbox"/> \$5 Picnic Pak Games (Call/email at least two days prior to receive code for games pick up at the park shelter; all games must be replaced to receive park deposit refund) |
| <input type="checkbox"/> \$85 per park/per day-town businesses                                       |   |
| <input type="checkbox"/> \$100 per park/per day-non-town residents                                   | <input type="checkbox"/> \$10 Tennis Court Reservation [per court] (1 hr.)  |
| <input type="checkbox"/> \$150 per park/per day-non-town businesses                                  | <input type="checkbox"/> \$10 Pickleball Court Reservation (per court/hour) (max 2 courts unless approved by TOBPRD)  |
| <input checked="" type="checkbox"/> \$100 refundable deposit ( <b>required for any</b> facility use) | <input type="checkbox"/> \$20 Pickleball Court Non-Resident (per court/hour) (max 2 courts unless approved by TOBPRD)   |
| <input type="checkbox"/> \$30 Baseball/Softball Practice (1.5 hours)                                 | <input type="checkbox"/> \$10 Basketball Court Reservation (1 hr.)  |
| <input type="checkbox"/> \$45 Baseball/Softball Game (2 hours) - includes set up                     | <input type="checkbox"/> \$35 Facilities cleaning (groups of 100 or more)   |
| <input type="checkbox"/> \$25 Other Sports - Field Use (2 hours) - no set up                         |   |
| <input type="checkbox"/> \$5 Electric Use (outlet use)   | <input type="checkbox"/> \$10 alcohol permit (permit must be applied for with the Town Clerk, no less than one month before the event date. Permit available in-person or online.)                  |

I/We the undersigned, will assume all responsibility for the proper care and utilization of the above stated public park area and/or facilities, including all equipment and grounds contained therein, in accordance with the policies and rules of the Town of Brookfield and the Park and Recreation Dept. This form is your reservation and permit to show any town official upon request. Deposit refunds will be sent within one month of the date of event. All town activities (i.e. youth sports, special events) supercede any outside reservation. All attempts will be made to avoid scheduling conflicts. Please call the Park & Rec at 262-796-3781 with any problems or concerns. Reservations do not include exclusive use of playgrounds. Use of playfields, courts, etc. must be identified on this permit. Park staff is typically **not** available on weekends. **Signed:** \_\_\_\_\_

For serious emergencies contact the Town of Brookfield Police Department: 262-796-3798 or 911.

Help us keep costs low! Please clean up after yourself; bag trash, replace picnic tables and garbage cans to their original position.  
Your help is required to receive deposit refund.

### For Department Use Only

Authorized Signature: Chad D. Brown, Director

Date Money Received: \_\_\_\_\_

Park Permit Fee: \_\_\_\_\_ Cash/Check #: \_\_\_\_\_

Other Fees: \_\_\_\_\_ Deposit Check #: \_\_\_\_\_

Total Fees: \_\_\_\_\_ Permit Received By: \_\_\_\_\_

# PARK POLICIES AND RULES

**REFUND POLICY:** Providing no damage to turf or vandalism to property occurs, as well as general cleanliness of reserved area is maintained, the \$100.00 deposit will be refunded within 30 days of use. If any picnic pak equipment is damaged or lost, the fair market value replacement value will be assessed and withdrawn from the \$100.00 deposit.

**CANCELLATION POLICY:** Cancellations **with full refunds** will be issued ONLY if the department is notified **30 days or more** prior to the scheduled date. Cancellations after that time period will only receive the \$100.00 deposit.

**NO REFUNDS WILL BE GRANTED DUE TO INCLEMENT WEATHER:** The department will make every effort to reschedule your event, within the same season, if possible.

## **RULES:**

1. The Town of Brookfield public park areas are available for public usage from 5:00 a.m. to 10:00 p.m.
2. Group permits are granted for the exclusive use of a picnic area and shelter. A park permit fee must be received with the application. Individuals or families not disturbing or interfering with the scheduled group activities including use of other park facilities and equipment, are also allowed to utilize public park areas.
3. Possession of alcohol requires a permit and fee, see application form. Drinking and dispensing of alcoholic beverages is permitted only in designated picnic areas. Groups or individuals wishing to sell beer or liquor may do so only with the Town Board approval and required permits. NO MINOR shall bring or drink alcoholic beverages in any park at any time.
4. **No glass beverage containers shall be permitted in any park or parkway at any time.**
5. All litter, including paper, garbage, cans, or any other trash, shall be deposited in the waste receptacles provided, except carcass remains or pig roasts which must be removed by permit holder.
6. Use of loud speakers or other amplifying equipment is not permitted unless specifically requested and noted on the park permit, and conducted in accordance with local ordinance as administered by the Town of Brookfield Police Department.
7. No person or group shall erect any structure or edifice, temporary or permanent, unless specifically requested and noted on the park permit. Signs and decorations of any kind brought into the park are permitted only with requested permission (not attached to park property), and as noted on the park permit. Staples and nails are prohibited.
8. No person or group shall make or kindle any fire for any purpose except in the cooking grills provided, unless specifically requested, approved, and noted on the park permit. The use of private charcoal or gas burners in picnic areas is permitted providing equipment, turf and other vegetation are not damaged. Unburned coals and ash shall be disposed of in such a manner as to prevent littering, fire or damage to any park property. **Hot coals cannot be left at the park under any circumstance.**
9. No pets, animals, or horses are permitted in public park areas.
10. No person shall drive any automobile, motorcycle, mini-bike, or other vehicle, or burden any part of the parkways except the proper drives and parking areas. Vehicles may park only in designated parking areas or along appropriate roadways unless posted otherwise.
11. No person shall cause damage to any tree, flower, shrub, building, fence, table, benches, turf and other equipment, signs, animal habitat, or park structure.
12. We reserve the right to decline any park permit for any groups.

**\* This list of rules is not exclusive of the expectations of park users. Go to Chapter 19 of the Town of Brookfield Municipal Code for a full listing ([www.townofbrookfield.com](http://www.townofbrookfield.com))**