

## **RULES & REGULATIONS FOR VILLAGE PARKS**

**1. RESERVATIONS:** Person reserving a picnic area must be at least 18 years or older. Person signing contract assumes responsibility for their group and condition of the area after group has left the premises. Payments must be received by stated due date or reservations are subject to cancellation. Acceptable methods of payment include: cash (in person), check (\$20.00 fee will be charged to all returned checks) and money order. Area is reserved for the exclusive use of the reserving group. Areas may not be opened to the public and collections of fees are prohibited. Park reservations shall conclude no later than 10:00 PM.

**2. REFUNDS & RESCHEDULING:** Reservation fees are refundable if reserving group gives written notice at least 30 days prior to reservation date or area is rebooked by another group. Reservations will not be canceled until written notice is received. A group may reschedule their date at no charge with 30 days prior notice. If severe inclement weather on the day of the reservation causes picnic area to become unsafe or unusable, the customer may request a refund. The refund request must be within one week after their reservation. Inclement weather includes severe rain, lightning, storms, but does not include temperatures such as too hot or too cold, nor does it include light showers or the appearance of showers. Weather conditions must be verified with a Village Employee.

**3. DELIVERIES, DECORATIONS & SIGNS:** Deliveries must be made during period of occupancy with a member of reserving group present. All equipment, containers, etc. must be removed from the premises before final departure. Only tape may be used to affix decorations to shelters or tables, however, all tape must be removed at the end of the event. All signs are prohibited in the park including the entrances.

**4. ELECTRIC & SOUND AMPLIFICATION:** Noise or amplified sound must not disturb or interfere with any other activity outside the reserved area, without written permission from the Director.

**5. ALCOHOLIC BEVERAGES:** Beer, Liquor and Wine are NOT permitted on public property by reserving groups. No person shall use, consume or possess with the intention of use or consumption of alcoholic beverages in a public place on park property. No Person shall sell or offer for sale any alcoholic beverage in the park.

**6. CONSERVATION, FIRES & FIREWOOD:** Cutting or chopping of trees, limbs and vegetation, collection of natural materials, and molesting wildlife are strictly prohibited. Fires are permitted in grills or fireplaces only. Please do not burn garbage or any other

materials that will emit excess sparks. Do not leave fire unattended and make sure fire is completely out before leaving the area.

**7. CHECK-OUT & CLEAN UP:** Reserved park areas must be vacated by dark. The reserving group will be held responsible for clean up and any damage to the area. All garbage must be placed in the provided receptacles and any decorations taken down. Person/Group reserving area will be invoiced for any damages or excessive litter.

**8. PARK DISTRICT BY - LAWS:** All Park rules and regulations apply to the area. Village of New Richmond may terminate, upon just cause, any occupancy at anytime without a refund.

**9. EMERGENCY:** In case of Emergency please dial 911. Please notify Village Administrator of any difficulties immediately for appropriate action at 553-4146.

**10. ANIMALS:** No person shall permit a dog on any park property where a sign is erected prohibiting dogs. In parks where no such sign is posted, no person shall permit a dog on park property unless dog is held by leash not exceeding twenty feet in length. No one shall allow a dog under his or her control to be upon public property without some device for the removal and containment of such dog's excrement.

*Thank you for choosing a park in New Richmond for your Event! Have a safe and enjoyable day.*