



## Viroqua Park Shelter Reservations

**Reserve shelter at the Viroqua City Hall – 124 W. Decker St, Viroqua – Phone (608) 637-7186**

Park reservations may be made the first working day of January for that calendar year, and are on a first-come, first-served basis. Payment must be made at the time the reservation is made (cash or check). The rental season starts approximately Mid-April until Mid-October, weather permitting.

	<b>Open Air Shelters (Check &amp; Circle Fee)</b>	<b>Weekday</b>	<b>Weekend (Sat &amp; Sun)</b>
<input type="checkbox"/>	<b>Eckhart Park Large Shelter</b> (435 W Decker St) 6 – 8ft picnic tables, electricity, park bathrooms	<b>\$40/day</b>	<b>\$60/day</b>
<input type="checkbox"/>	<b>Eckhart Park Small Shelter</b> (435 W Decker St) 6 – 6ft picnic tables, electricity, park bathrooms	<b>\$30/day</b>	<b>\$50/day</b>
<input type="checkbox"/>	<b>Bigley Park Lions Shelter</b> (300 W South St) 6 – 6ft picnic tables, electricity, rec office bathrooms	<b>\$30/day</b>	<b>\$50/day</b>

**Rental permission is only for the shelter areas at the above parks. The other areas of the park will be open to the public.**

Organization/Group holding the Event: \_\_\_\_\_

Date(s) of the Event: \_\_\_\_\_ Hours of Event: \_\_\_\_\_ to \_\_\_\_\_

Type of Event: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Person in Charge: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Email: \_\_\_\_\_

The preceding information is correct to the best of my knowledge. I agree to abide by all the regulations & policies set forth for the use of the shelter and/or grounds. I acknowledge the overall supervision of and responsibility for this event. By offering this service, the City of Viroqua does not accept any responsibilities, express or implied for any damage arising out of the use of this service, and I acknowledge that the City of Viroqua has no responsibilities, express or implied for any damages arising out of, or connected in any way with the Lessee's use of the park shelter. City of Viroqua retains the right to revoke this permit anytime prior to or during the scheduled events for any misinterpretation or changes in circumstances pertaining to this event. I agree to the policies & procedures set forth by the City of Viroqua for reservations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For office Use Only

Amount Paid: \$\_\_\_\_\_ Cash ☐ Check / Check #: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date Confirmed: \_\_\_\_\_ Rented Shelter: \_\_\_\_\_

Added to Recdesk: Yes / No

# VIROQUA PARKS & RECREATION

## PARK RESERVATION POLICIES

- 1) Shelters are available in Eckhardt Park (2), Bigley Park, and Hanson Park.
- 2) All shelters have electricity. Restrooms are near the shelters.
- 3) Requests for park shelter reservations for a calendar year will be accepted on a first come, first serve basis.
- 4) To reserve a shelter, please call City Hall at 637-7522 for availability.  
**Reservations will be held for one week.** Interested parties must fill out the necessary forms and submit the fee in person within this time limit or the reservation will be cancelled. City Hall is located on the corner of N. Main and W. Decker. Office hours are Monday through Friday from 7:30 to 4:30.
- 5) Rescheduling or cancellations are permitted up to one (1) week of the scheduled reservation.
- 6) Inclement weather/rain will not be a reason for a refund.

## PARK RULES AND REGULATIONS

- 1) PARK HOURS-All city parks are open from Dawn to 10PM, unless special hours are approved by the Park & Recreation Committee.
- 2) Playground apparatus' are open from 8am to dusk, which includes Eckhardt Enchantment.
- 3) Playground apparatus' will open and close according to weather conditions.
- 4) All litter must be picked up & placed in trashcans and/or the dumpster provided by the City. Because City employees are not scheduled to work on weekends, it is suggested that groups bring additional garbage bags to dispose of litter should city containers be full. Please tie bags tightly and leave next to the garbage cans/dumpster.
- 5) Vehicles must be parked in the designated parking areas. **No vehicles are allowed in the park and/or on the blacktop walkways.**
- 6) Dogs are allowed in parks on leash. It is the owner's responsibility to pick up after the dog.
- 7) Volume of radios, speakers, etc. must be at a moderate level in consideration of other park users.
- 8) The user must take any used or unused charcoal or ashes home.
- 9) If party favors are used, they must be taken down and put in separate trash bags brought by the user. All nails and staples must be pulled out and properly disposed of.
- 10) Please remember all park rules and regulations are designed to assure the greatest comfort, safety, convenience and public welfare of the citizens of Viroqua.