

PARK BUILDING RULES AND REGULATIONS

1. "Park Use Agreement" form to be filed and all fees **paid in full** at the time of reservation with cash or check only. Credit and debit cards are not accepted.
2. A "Park Use Agreement" for events where no alcohol will be present can be issued to applicants 18 years of age or older. A "Park Use Agreement" for events involving alcoholic beverages will only be issued to applicants 21 years of age or older.
3. The Southport Beach House has a capacity of 150 people. The occupancy is posted in the building and must be adhered to at all times. Exceeding occupancy limits will result in termination of the event.
4. Changes, alterations, or defacement of property to any facility, its furnishings or equipment will not be permitted. Any person or group causing damage to property or equipment will be required to pay for current cost of repair including labor, or replacement to restore furnishings or equipment to its original condition. Until full payment for damage is received, the City shall have the right to deny future application without any stated cause. **TABLES AND CHAIRS ARE NOT TO BE REMOVED FROM THE BUILDING TO BE USED OUTSIDE.**
5. Beer/wine permits will be issued only for approved events where fermented malt beverages/wine are being served with the approval of the Park Superintendent or his designee. Permit is for consumption only; the sale of fermented malt beverages/wine is prohibited. Organizations/ individuals that have received a fermented malt beverage/wine permit will be required to have an adult over the age of 21 present at all times and have designated security personnel to ensure that no fermented malt beverages/wine are taken outside the building. The permittee is responsible for all fees related to security personnel and equipment. Consumption of fermented malt beverages/wine is prohibited after 10:00 PM. No fermented malt beverages/wine are allowed outside of the building.
6. If additional staff is required for the event, a direct charge will be billed to the organization/individual.
7. There is a three-hour minimum rental Monday through Thursday (April 1 – September 30, 2017) and a two-hour minimum rental (October 1 – December 31, 2017) and a four-hour minimum rental Friday through Sunday.
8. Cancellation Policy: The City of Kenosha Park Division requires a minimum of 30 days notification of any rental cancellation. A \$50.00 fee will be charged for any cancellations. All fees will be forfeited if event is canceled without minimum notification.
9. Forfeiture of all fees including deposit will result if any of the following occurs:
 - a. Facility damage beyond normal use.
 - b. Excessive maintenance is required following use.
 - c. Any act by the applicant and/or applicant's group requires police action.

- d. Cancellation of an event in progress due to violation of City policies, rules, or regulations governing such usage.
10. The kitchen at Southport Beach House is solely a warming kitchen and cannot be used for meal preparation. The Southport Beach House only carries a Refrigerator, Warming Oven, Freezer and Cooler.
11. Building doors are to be kept closed at all times. DO NOT PROP OPEN.
12. Music must be turned off at 9:30 PM. Beer permits expire at 10:00 PM. Event must end and guests must leave the building/park no later than 10:00 PM. The user group that is cleaning the facility must vacate the building (including all personal items) no later than 10:30 PM.
- 13. Smoking or tobacco use is prohibited at all City facilities.**
14. Animals are not permitted in Park building facilities except for those that are used in aiding a person with a disability or for dog shows/events.
15. Possession of firearms and/or weapons is strictly prohibited.
16. There must be one adult supervisor (at least 21 years of age) for every 15 minors.
17. The building must be left in the same condition as when entered. Any damage/debris found upon arriving at the building must be reported to the Park Division immediately so that you are not charged. All tables and chairs must be returned to their original location. Tables must be wiped clean after usage. Floor must be swept if any debris has been dropped. Broom and dustpan will be provided.
18. Turn off all lights, check restrooms, and secure building when leaving.
19. The Park Division is not responsible for equipment or material owned by persons using the buildings. Such equipment may not be stored at the buildings without written permission from the Park Superintendent or his designee. The City is not responsible for lost or stolen items. The City is not responsible for any items delivered before or left after an event.
20. The use of the name, address, or telephone number of the City of Kenosha Park Division as the address or headquarters of any group using a building is prohibited.
21. The announcements, press releases, fliers, etc., relating to meeting must clearly state the sponsoring agent's name and not the City of Kenosha Park Division.
22. The application must be signed by an adult who will be in attendance and will assume full responsibility for the group use of the facility. The adult signing the reservation form is a duly authorized representative for any and all damages, missing items, and clean up. The applicant must be the individual in charge of the event and must be in attendance throughout the duration of the event. In addition, the applicant must verify

all conditions are met and acceptable on the "Park Use Agreement" form at the conclusion of the event, including cleanup.

23. Dates and hours on the reservation form must include setup, take-down, and cleaning time.

24. RIGHT OF DENIAL: The Park Division reserves the right to deny the use of any facility to a person and/or group for good reason. Examples: A conflict with planned or ongoing facility use; lack of personnel to prepare facilities; a known history of disruptive or undesirable conduct by the person and/or group.