



**LEWIS BYRNS PARK SHELTER RESERVATION FORM**

**FEE: \$75.00**

Reservation Date(s) Requested: \_\_\_\_\_

Responsible Party Name: \_\_\_\_\_

Signature (agreeing to all Park Reservation & Information): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Responsible Party Telephone Number(s): \_\_\_\_\_

Non-Profit Organization Name (if applicable): \_\_\_\_\_

**Office Use Only:**

**Fee Collected: \$\_\_\_\_\_ Receipt #: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ By: \_\_\_\_\_**

## RESERVATION GUIDELINES & INFORMATION

The following policy and procedures shall apply:

1. Reservations are on a first come first serve basis. Reservations shall be made either in person at the Town of Lodi Office, W10919 Highway V, Lodi, WI or by calling the Town Office at 608-592-4868 to request an application form (office hours are Monday through Friday 8:30 a.m.- 4:30 p.m.). This form is also available on-line at [www.tn.lodi.wi.gov](http://www.tn.lodi.wi.gov). For the remainder of this application the Park/Shelter, Schoolhouse and Ball Diamonds shall be referred to as Park Property.
2. No reservations shall be taken before January 1<sup>st</sup> of the year desired.
3. A representative from the Town of Lodi will review the Park Property the following business day after scheduled event and inform the Town Clerk if damage was done and/or cleaning was required. Fees are refundable if cancellation is made at least two (2) weeks prior to event.
4. Town of Lodi Committees/Commissions, Harmony Grove & Okee Sanitary Districts, Harmony Grove Assn, Okee Assn., non-profit and community service organizations, as approved by the Town Chairperson and Clerk, shall not be charged for use of Park Property, but a reservation is required.
5. Posted Park Property rules shall be observed by all users.
6. A Picnic Beer (fermented malt beverage) permit shall be required if alcohol is to be served (sold or given away free) on Park Property. You will also need to have someone with an Operator's License (aka "Bartenders" or "Alcohol Beverage Servers" license), issued by the Town of Lodi, present at all times that alcohol is being served. Permits shall be applied for at the Town of Lodi Office three (3) weeks prior to scheduled event. Proof of liability insurance is required.
7. Items may NOT be removed from the Park Property. This includes, but is not limited to, picnic tables, tables and chairs.
8. If set up is needed for tents and other items, the Park Property must be rented from the time of set up to the time of removal.
9. Green and play areas located on Park Property cannot be closed to the public during rental. Fees collected are used to cover costs associated with operating and maintaining Town of Lodi Park properties.

### Park Reservations:

Two sites can be reserved through the town office. The Okee Schoolhouse is furnished with tables, chairs and a complete kitchen. The Lewis Byrns Park shelter is equipped with picnic tables and a kitchen.

### Hours:

All town parks are open to the public from the hours of 8:00 am. to 9:00 p.m. except when different hours are authorized by the Town Board.

### Rules: \*

- NO horses or unleashed pets.
- NO bicycles, motorcycles or minibikes to be driven in the parks.
- NO snowmobiles in the parks.
- NO fires except in designated places provided in the parks.
- NO loud music or noise that disturbs the peace.
- NO drunk or disorderly conduct.
- NO fermented malt beverages or intoxicating liquor shall be consumed in the parks unless approved by the Lodi Town Board and permits are granted.
- NO firearms or Class B or C fireworks are allowed.
- NO tables or benches are to be removed from the parks or moved from one park to another.
- NO littering or destruction of property.

*\*Fines for violations of ordinances: \$100 - \$500 plus costs associated with prosecution and possible jail time. See Town of Lodi Ordinances, Section 9.01 "Park Regulations" for more information.*