



# PAVILION PERMIT

## Market Square

11230 W. Franklin Street, Franklin, WI 53132

Park permit applications are made in person on a first-come-first-serve basis at the Franklin City Hall, 9229 W. Loomis Road, between the hours of 8:30 a.m. and 4:00 p.m.

**Park permit applications will be accepted for *Franklin groups or residents only* on the first business day in January through the last business day in March of each year. Park permit applications will be accepted for all other groups beginning on the first business day in April of each year.**

The park permit fee is as follows: \$75.00 for groups numbering 1-49, \$125.00 for groups numbering 50-99. An additional fee of \$50.00 is charged for groups that are non-Franklin family, civic, social or business. No refunds are allowed unless requested in writing at least thirty (30) days before the park permit date. **There will be a \$25 cancellation fee.** Park permit fees are based on attendance and are set by the Park Commission. **A security deposit of \$100.00 is required for all locations.**

This permit entitles you to the following items: Use of the gazebo, electricity, and picnic tables. Permit holder is required to rent portable toilet for use in the park if your event will last longer than 2 hours. The use of tents will require special approval from the Park Commission.

Market Square is not available Labor Day weekend or the first Monday of every month.

PLEASE PRINT

Name/Type of Group: \_\_\_\_\_

Permit Holder: \_\_\_\_\_ Type of Activity: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Number in Group:  1-49/\$75     50-99/\$125

**(Note: Groups exceeding the number specified on permit will be subject to additional fees. Parks will be monitored by park personnel)**

1-99 Non Franklin Groups/Additional \$50     Beer, wine & alcohol consumption only. Sale of same not permitted.

\$100 security deposit (refundable after Council approval)

Note: Larger groups or groups requesting a variance may request a special permit from the Franklin Park Commission

Date: \_\_\_\_\_ Time: \_\_\_\_\_ am / pm to \_\_\_\_\_ pm  
(Park is available for a maximum of 4 hours between 9:00 a.m. to 9:00 p.m.)

I have read, understand and agree that the area and facilities will be used in accordance with the ordinances, rules and regulations of the City of Franklin Common Council and the Park Commission. Please read rules and regulations on the reverse side before signing.

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

In case of emergency, or to report any problems on the day of your reservation, please call  
**City of Franklin Police Department (414-425-2522)**  
and / or, Monday thru Friday from 7:00a.m. – 3:30p.m., City of Franklin Park Staff (414-425-2592)

		For Office Use Only	
<input type="checkbox"/> APPROVED	<input type="checkbox"/> REJECTED	DATE: _____	Permit Fee: \$ _____
Check No. _____			Band Shell Fee: \$ _____
			Plus Deposit: \$ 100.00
			<b>TOTAL: \$ _____</b>

Approved by: \_\_\_\_\_

White - Administration

Yellow - Applicant

**Make Checks Payable to: CITY OF FRANKLIN**

## PERMIT RULES AND REGULATIONS FOR USE OF FRANKLIN PARKS

As residents, we share and enjoy over 150 acres of parks. We also share in a major responsibility to preserve and properly use our public facilities. Knowledge of, and adherence to, park rules and regulations will help create an awareness and appreciation of our valuable park and recreation investment.

1. Pavilion rental is available from 9:00 am to 9:00 pm. All decorating, set up and clean up must be done within your rental time.
2. Beer, wine and alcohol consumption is not allowed unless authorized and indicated on park permit. Sale of same is not permitted.
3. No commercial sales, for profit, of any kind are allowed on park property. Solicitations, donations or contributions are not permitted, except where authorized by permit.
4. Live music is prohibited unless indicated on park permit. Both canned and live music cannot exceed 55 decibels from point no greater than 150' from point of sound origin, including use of radios, stereos, karaoke and other audio devices per City Ordinance.
5. No telephone reservations are accepted.
6. A picnic permit is required to reserve picnic areas. Rides, games, tents and other equipment are not permitted on park property, unless indicated on park permits. Mechanical rides, dunk tanks, etc. must obtain a separate entertainment and amusement license, which must be approved by Licensing Committee and the Common Council. Inspections will be made prior to event by the electrical, building and fire departments. Tents cannot be erected prior to contacting the City and shall be subject to inspection.
7. Fires may only be started and maintained in proper receptacles, such as grills, and can be used for food preparation only. Ground fires are not allowed at anytime.
8. Parking is permitted in designated parking lot or road areas only. Cars and other vehicles are not permitted in park areas, except for five (5) minutes for unloading and pick-up periods only.
9. Litter and other waste must be deposited in proper City garbage receptacles. Failure to comply will result in future denial of park permit requests and could result in a fine. Dumping of any waste matter, of any kind, is prohibited in any City Park or public property.
10. No refunds are granted unless requested in writing at least thirty (30) days prior to park permit date. A \$25 cancellation fee will be charged if refund is approved.
11. Overnight camping is prohibited.
12. Motorized vehicles, including off-street and/or recreational vehicles, are not permitted, unless otherwise posted.
13. Animals in park areas must be leashed at all times, per City Code. Any animal waste must be removed or deposited in a proper receptacle.
14. Destruction, injury, defacement or removal of city property is prohibited per City Code.
15. Firing or discharge of any projectile in a park is prohibited, per City Code.
16. Games and/or amusements are to be conducted only in the designated area approved by the Park Commission and the Common Council.
17. In case of snow or icy conditions, the City parks trails will not be maintained. The City is not liable if injury occurs.
18. Any form of golf is not permitted in any City Park.

Violation of park/pavilion rules and a violation of local and/or state laws can result in a fine, imprisonment or both. City of Franklin Park Staff (414-425-2592) and/or City of Franklin Police Department (414-425-2522) will implement enforcement of park rules and regulations.

***Promote Parks Positively!***

**Thank You for Your Participation and Cooperation**