

Richard E. Maslowski Glendale Community Park

Facility Usage Handbook



2200 W. Bender Road
Glendale, WI 53209

Rental Guidelines and Park Rules

Richard E. Maslowski Community Park is located at 2200 W Bender Road, Glendale, WI. There are three (3) locations at the park that are available to rent: the Amphitheater, Sprecher Brewing Outdoor Oasis Beer Garden Patio, and Van Horn Honda Community Room. Rental of any of the individual areas does not give you sole rights to the playground. The playground is a structure open to the public.

With the rental of the Van Horn Honda Community Room you are able to bring in your own food. You cannot bring in any alcoholic beverages. However, Sprecher beer and soda are available for purchase through the Outdoor Oasis. No amplified music or ticket sales are allowed in the Community Room.

Unless authorized by the City of Glendale, any gathering shall be a private affair, not open to the public, nor advertised publicly.

Fees indicated are City of Glendale resident fees and charges – Non-residents must pay an additional \$100.00 surcharge per application.

Available Rental Hours

Sunday – 10 a.m. – 10 p.m.

Monday – Saturday 8 a.m. – 10 p.m.

Facility will be closed on all Major Holidays

In order to keep the Richard E. Maslowski Community Park area maintained for you and future generation's pleasure and convenience we ask that you follow the park rules. Any violation will result in a penalty (per ordinance 1.1.7).

- No animals allowed except animals assisting persons under disability
- No person shall use threatening, abusive, insulting, obscene, or indecent language.
- No smoking lighted cigarette, cigar, electronic smoking device, or pipe
- No carry-in alcoholic beverages
- No charcoal or gas grills
- No skateboards, scooters, skates or similar devices
- No deposit of dirt, sand, building material, refuse, litter, garbage, dead flowers, or other rubbish
- Automobiles, portable radios, television sets, or any other video or audio device must be turned low at all times

- No person shall interfere with any employee of the City of Glendale or employee of a contractor while engaged in constructing, repairing, or caring for any portion of the park
- Individuals, groups, and organizations are responsible for any set up, clean up and orderly condition of the facility upon their departure.
- You can only purchase alcohol with your rental if you are 21 and over. All patrons buying/drinking alcohol will be carded.
- Public parking is available in adjacent lots. Number of parking spots is not guaranteed.

Decorations

- No helium balloons, confetti, sparklers, smoke machines or other party decorations that create small debris.
- Decorations may be put up with tape only.
- Candles must be enclosed in glass.
- Any promotional signage outside of rooms rented require prior approval.

Additional considerations

- Dogs are not allowed in the park and/or buildings.
- Bathrooms are public restrooms, available for public use during park hours.
- No sales of any kind without authorization.
- No tents can be staked in the ground, parking lot, or concrete areas.
- In the event of an emergency, please contact the park supervisor at 414-213-5629.

Cancellation policy and changes: If a rental permit is cancelled for any reason 30 days prior to the reservation date, \$25.00 of the deposit will be forfeited. If the rental is cancelled less than 30 days prior to the event, 50% of the deposit will be forfeited. If the rental is cancelled 5 days or less prior to the event, 100% of the deposit will be forfeited.

There will be no charge for the first change and a \$25.00 charge for each additional change thereafter. Note: All changes within 5 business days of rental will result in a \$25 charge.

Amphitheater

This area will be open and available for rent from May 1 - October 31 each year.

Details:

- Lawn Seating for 450-500 people
- Access to restrooms
- Open-air covered staging
- Audio system

Electrical details:

- Two 20A GFI outlet circuits on each of the "columns" on the stage.
- Two 20A GFI outlets that share the same circuit breaker on the rear wall of the stage.
- One 6 circuit distro panel available that has six 20 A circuit breakers feeding 6 GFI outlets attached to a cable that plugs into a 50A service plug.
- The building has 208 three phase.



Amphitheater

There is a sound system available. Additional fees are applied at \$60/hour for a technician to be on site if a sound system is required.

Fees indicated are City of Glendale resident fees and charges – Non-residents must pay an additional \$100.00 surcharge per application.

Weekend Rates

The following rates apply to Friday, Saturday, and Sunday:

Category	Park Fee
4 hour minimum rental	\$425.00
Each Additional Hour	\$125.00
On Site Technician per hour	\$60.00
Deposit	\$100.00
Total due with application	\$525.00
**Balance of rental cost due 30 days prior to rental	

Weekday Rates

The following rates apply to Monday through Thursday (excluding holidays):

Category	Park Fee
4 hour minimum rental	\$375.00
Each Additional Hour	\$125.00
On Site Technician per hour	\$60.00
Deposit	\$100.00
Total due with application	\$475.00
**Balance of rental cost due 30 days prior to rental	

Van Horn Honda Community Room

This area will be open year round. Availability of rentals is from 8:00 a.m. – 10:00 p.m.

Details:

- Capacity – 64 with tables and chairs for dining. Up to 100 with conference seating only.
- Amenities: Heat/Air Conditioning, tables, chairs, fireplace, television, WiFi, banquet tables
- Access to restrooms from inside of building
- The Sprecher Brewing Outdoor Oasis staff may need access to the Community Room during their business hours. Staff will attempt to not disrupt your event.
- With the rental of the community room you are able to bring in your own food. You cannot bring in any alcoholic beverages. However, you can purchase Sprecher Beer through the Sprecher Brewing Outdoor Oasis.
- Renter must be 21 or older to rent the Van Horn Honda Community Room. Renter is responsible for the actions of their guests and will be billed for damages or excessive clean-up costs.



Van Horn Honda Community Room

Fees indicated are City of Glendale resident fees and charges – Non-residents must pay an additional \$100.00 surcharge per application.

Weekend Rates

The following rates apply to Friday, Saturday, and Sunday:

Category	Park Fee
4 hour minimum rental	\$225.00
Each Additional Hour	\$75.00
Maximum rental per day	\$450.00
Deposit	\$100.00
Down payment	\$75.00
Total due with application	\$175.00
**Balance of rental cost due 30 days prior to rental	

Weekday Rates

The following rates apply to Monday through Thursday (excluding holidays):

Category	Park Fee
4 hour minimum rental	\$175.00
Each Additional Hour	\$75.00
Maximum rental per day	\$350.00
Deposit	\$100.00
Down payment	\$50.00
Total due with application	\$150.00
**Balance of rental cost due 30 days prior to rental	

Rental rates do not include any Sprecher Brewing Outdoor Oasis fees. If you would like to serve any of the items available from the Sprecher Brewing Outdoor Oasis, additional fees will apply.

Sprecher Brewing Outdoor Oasis Patio

This area will be available for rent from May 1 to October 31.

Details:

- (4) Picnic tables can be reserved
- Garbage receptacles
- Access to bathrooms
- Playgrounds are not within the picnic site and cannot be reserved.
- No amplified music or DJ equipment of any kind is allowed.



Sprecher Brewing Outdoor Oasis Patio

Fees indicated are City of Glendale resident fees and charges – Non-residents must pay an additional \$100.00 surcharge per application.

Rates

The following rates apply to Sprecher Brewing Outdoor Oasis Patio:

Category	Park Fee
4 hour minimum rental	\$100.00
Each Additional Hour	\$60.00
Maximum rental per day	\$200.00
Deposit	\$100.00
Down payment	\$50.00
Total due with application	\$150.00
**Balance of rental cost due 30 days prior to rental	

CITY OF GLENDALE

CONDITIONAL PERMIT AGREEMENT FOR USE OF FACILITIES/PARKS

City of Glendale, 5909 N. Milwaukee River Parkway, Glendale, WI 53209 ♦ 414-228-1700

Name of Organization or Group <i>(if applicable)</i> :		
Applicant Name:		
Address:		
City:	State:	Zip:
Contact Number:	E-Mail Address:	
Please check which facility you would like to rent: <input type="radio"/> Amphitheater <input type="radio"/> Van Horn Honda Community Room <input type="radio"/> Sprecher Brewing Outdoor Oasis Beer Garden Patio		
Will you be purchasing items from the Sprecher Brewing Outdoor Oasis? <input type="radio"/> Yes <input type="radio"/> No		
Are you >= 21 years of age? <input type="radio"/> Yes <input type="radio"/> No	<i>You may only purchase beer with your rental if you are 21 and over. All patrons purchasing or drinking alcohol will be carded. No carry in alcohol is allowed.</i>	
Nature of Use:	Number of Attendees:	
Rental Date <i>(mm/dd/yy)</i> :	Day of the week <i>(circle)</i> : Su M T W Th F Sa	
Hours: _____ AM/PM to _____ AM/PM	Will amplified music (live band, DJ) be provided? <input type="radio"/> Yes <input type="radio"/> No <i>(Not allowed at Sprecher Brewing Outdoor Oasis Beer Garden Patio)</i>	
Number of Chairs/Tables Needed:		
<p>Requests for reservations are required to provide 30-day minimum notice to the City in order to assure adequate staffing levels. The City reserves the right to deny requests with less than 30-day notice due to inadequate staffing levels.</p> <p>Checks for all fees should be made payable to "City of Glendale." A deposit is included and is refundable following the proper utilization of the facility/park. Refunds are processed in approximately 4 weeks following a rental. Refunds will be made payable to the above-named applicant unless otherwise indicated. For more rental information, please see our website (glendale-wi.org).</p> <p>I/We the undersigned certify that all information provided above is accurate to the best of my/our knowledge. I/We attest that I/we are age 21 or over and will assume all responsibility for the proper care and utilization of the above stated facility/park, including equipment. I/We further agree to abide by the Use of City Facilities Policy and Procedures and/or Shelter Rental Guidelines and Park Rules of the City of Glendale.</p>		
APPLICANT SIGNATURE: _____		DATE: _____

FOR OFFICE USE ONLY:

Certificate of Insurance? <input type="radio"/> Yes <input type="radio"/> No			
Rental Amount + Non-Resident Fee: _____	+ Deposit Amount: _____	= Total Due: _____	Amount Paid \$ _____ w/ Application: ____/____/____
Receipt Number: _____			
Remaining Balance Due: \$ _____ ____/____/____	Date Remaining Balance Paid: ____/____/____	Receipt Number: _____	
CITY DEPT. APPROVAL: _____		DATE: _____	
Describe and itemize any charge(s) withheld from deposit:			
Amount of Deposit to be Refunded: _____	Authorized Signature: _____	Date: ____/____/____	