

**Great River Road Visitor and Learning Center
at Freedom Park
Rental Events
715-262-0104
www.freedomparkwi.org**

General

- The park and its facilities may be rented by all groups and individuals. Use for Fundraising events and events with a fee must be approved by the Executive Director.
- No one party can close off or rent the entire park; rental groups must share the park with other public uses.
- Only the picnic shelters (gazebo and pavilion) and amphitheater can be reserved for private events.
- The multipurpose room is NOT available for wedding preparations or private functions and due to its size can only be rented by civic and non-profit organizations for **meetings and educational functions**. Its use is during the open hours of the GRRVLC. The use of the amphitheater shall be between 9:00am and 10:00pm daylight savings time; and 9:00am and 8:00pm in standard time.
- We reserve the right to impose additional conditions for park use, such as police or security at the user's expense, additional security deposits, or insurance coverage, and/or limitations on numbers of simultaneous users when special circumstances suggest or require same. We further reserve the right to refuse use if, in our judgment, use is likely to unreasonably jeopardize persons or property.
- Please see rental fees form for further information about additional costs and limitations.
- Great River Road Learning Center programs, activities, and co-sponsored programs and activities have priority in scheduling over rentals.
- A staff attendant must be available whenever there is a rental after public hours. **THERE IS AN ADDITIONAL PER HOUR FEE FOR HOURS BEFORE OR AFTER PUBLIC HOURS and the additional hours must be approved.**
- Restrooms are only available during scheduled public hours (see rental fee form)
- For events over 50 people, a parking plan must be developed with the Park director; no one rental group will be allowed to use all the parking spaces in the public lot during public hours. A damage deposit is required.
- The capacity of the park's largest pavilion is 100 people. The capacity of the Learning Center's multi-purpose room is 50 for a lecture and 30-35 set with tables.
- Rentals will be made on a first-come, first served basis.
- **Set up and cleanup MUST be during the reserved time period. No early set up.**
- **Check-in with the staff/volunteer is required prior to the event set up.**
- **Check-out with the staff/volunteer on duty is required at the end of the event. The facility must be cleaned and returned to its original configuration and order.**

Rental of the Freedom Park Amphitheater

- The use of the amphitheater shall be between 9:00 am and 10:00 pm daylight savings time; and 9:00 am and 8:00 pm in standard time.
- Events shall not exceed public outdoor noise level or use obscene language.
- Amplified music requires a permit from the City Council.

Fees, Deposits, Permits

- **Payment in full is due upon reservation.** Cancellation notice a minimum of 7 days prior to the event is required for return of payment, less a \$10 non refundable deposit (\$25.00 non refundable for weddings and all day events).
- A \$200 damage deposit (refundable) is required for wedding and other special event groups over 50 and should be received at the time of making the reservation.
- **Permits are required for serving or selling alcohol and for amplified music and it is the responsibility of the person renting to obtain all such permits from the City of Prescott. Copies of all permits must be given to FFP at least 5 days prior to the event.**

Equipment

- **NO STAKES MAY BE USED IN THE PARK.** The Park has underground irrigation. There is also no parking on the grass.

- The park does not rent out chairs, canopies, tents, or PA systems. Rental applicants must furnish this equipment if needed. Free-standing tent locations must be authorized by Park staff- no ground staking is allowed.
- The park is not responsible for rented equipment.
- Park personnel cannot reorganize tables for your event.
- Pick up and delivery of rented equipment should be coordinated with the park.
- No tents, canopies, or equipment can be placed in the park until arrangements are made with the Park Director. The Park Director will determine where these can be placed to avoid conflicts with public access and safety.
- Specific room set up instructions and staging plans must be provided at least one week in advance of the event.
- The facility **must be cleaned** at the end of the event.
- **SET UP AND CLEANUP MUST TAKE PLACE DURING THE RESERVED TIME PERIOD. No early set up.**

Damage

Damage is the responsibility of the person making the reservation and paying the rental fee. If someone setting up for you or one of your guests damages park property, the City of Prescott will assess you for the damage.

The City of Prescott reserves the right to refuse rentals for events where a public nuisance or damage to property might be anticipated. The City of Prescott also reserves the right to restrict the size of events because of noise, parking, or other concerns about public safety.

Set Up & Clean Up (Must be done during reserved rental hours)

- **Set up and clean up (before and after) of the rental space is the responsibility of the renter.** Janitorial services are available at a charge of \$75.00/hour. **If the facility is not returned in a cleaned condition, the janitorial fee will be assessed against the damage deposit.**
- Recycling is a core value of the Park. Trash should be picked up and properly sorted and disposed in the proper trash containers during and following the event.
- All table linens must be removed and tables wiped with sanitation solution following the event.
- All picnic tables should be returned to the locations in which you found them.

Alcohol

- The use of alcohol will be consistent with all applicable City Ordinances and the laws of the State of Wisconsin.
- To sell or serve alcohol to others at an event in the park, the rental applicant must apply to the City of Prescott for a temporary liquor license. The person distributing the alcohol must comply with City Ordinance 7-2(1)-16(g). A copy of the permit must be given to FFP no later than 5 days prior to the event.

Noise

- Live or recorded music will be kept within the City of Prescott's legal limits for outdoor spaces. See Section 1127 of the Prescott City Ordinances.
- Events involving amplified music will need a permit from the Prescott City Council. Section 1127 (e) (1) of the Prescott City Ordinances. ***Please allow one month to obtain this permission.***
- All music must conclude by 10:00 p.m.

Behavior

- All park users shall comply with all State and local laws, including noise, alcohol, orderly conduct, etc.
- No overnight accommodations are allowed.
- At their discretion Freedom Park staff, City of Prescott staff, authorized representative, or Police Officer may:
 - Order the removal of any offender
 - Order immediate removal of alcoholic beverages from premises.
 - Revoke the permit immediately and order all persons from premises