



## Parks, Recreation, and Forestry

400 La Crosse St., La Crosse, WI 54601 – (608) 789-7533 Fax (608) 789-7501  
<http://www.cityoflacrosse.org>

[Recreation@cityoflacrosse.org](mailto:Recreation@cityoflacrosse.org)

City of La Crosse  
Parks, Recreation, & Forestry

September 18, 2019

Greetings Event Host,

It is time to request your event space for 2020. As a result of staff changes at the Parks, Recreation & Forestry Department, the process for submitting your request is going to be slightly different from what was done in the past. First and foremost, this will be the only reminder that you will receive to make your request. Going forward it will be your responsibility to reach out to our department for future reservations.

All events and programs raising money, charging a fee, and/or having alcohol are required to get approval from the Board of Park Commissioners to use a city park, park shelter or facility. All requests will be presented to the Board of Park Commissioners at the November meeting; therefore, your request must be submitted by November 1<sup>st</sup>. There will be several significant changes moving forward; including:

- 1) Enclosed is the new Annual Community Parks, Shelter & Trail Request Form that must be submitted by November 1<sup>st</sup>.
- 2) You will now have the opportunity to request your space for multiple years for your Annual Community Event.
- 3) Dates requested will be reviewed on first come, first serve basis and are not guaranteed. In addition, the location, date and/or time of your event may need to be changed or relocated due to unforeseen acts of nature or potential construction projects.
- 4) Approved multi-year requests will be confirmed and billed annually. *(Rates are approved annually by the Board of Park Commissioners, and your annual invoice will reflect the approved rate. I.E. 2022 Events will be billed in November of 2021 based on the rates that the Board of Park Commissioners has approved for 2022.)*
- 5) Payment must be made by January 31<sup>st</sup> the year of your event or you will forfeit your request.
- 6) Enclosed, please find the Approved 2020 Park, Shelter & Trail Fees and the Special/Community Events Fee Structure.

If the Board of Park Commissioners approves an event where alcohol will be **sold**, an Alcohol Permit must also be applied for and purchased from the City Clerk's office. The City Clerk's office will determine if your group is eligible for an Alcohol Permit. If you are not eligible for an Alcohol Permit or do not purchase one, alcohol cannot be sold at the approved event.

Please feel free to contact me with any questions or concerns.

Sincerely,

Christa Gerloff  
Office Administrator  
(608) 789-7557  
[gerloffc@cityoflacrosse.org](mailto:gerloffc@cityoflacrosse.org)



City of LaCrosse  
**Parks, Recreation, & Forestry**

400 La Crosse St., La Crosse, WI 54601 – (608) 789-7533 Fax (608) 789-7501  
<http://www.cityoflacrosse.org> [Recreation@cityoflacrosse.org](mailto:Recreation@cityoflacrosse.org)

## Annual Community Event Park, Shelter & Trail Request Form\*

This completed form must be submitted to the Park & Rec Office by November 1<sup>st</sup> for consideration by the Board of Park Commissioners at the November meeting.

Name of Event: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

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

Primary Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Duration of Request:      1 YEAR                      3 YEARS                      5 YEARS

YEAR	DATES <sup>(1)</sup>	TIMES	SHELTER/PARK/TRAIL <sup>(2)</sup>
# 1			
# 2			
# 3			
# 4			
# 5			

Additional information regarding your Event Request:

---

---

---

\*The information provided above will be used to complete an agreement that will be presented to the Board of Park Commissioners for review.

(1) Dates requested will be reviewed on a first come, first serve basis and are not guaranteed. Payment must be made by January 31st the year of your event or you will forfeit your request. Enclosed please find the Approved Park, Shelter & Trail Fees for 2020 and the Special/Community Events Fee Structure.

(2) Due to unforeseen acts of nature and potential construction projects the location, date, and/or time of your event may need to be changed or relocated.



# Parks, Recreation, and Forestry

400 La Crosse St., La Crosse, WI 54601 – (608) 789-7533 Fax (608) 789-7501  
<http://www.cityoflacrosse.org> Recreation@cityoflacrosse.org

City of La Crosse  
 Parks, Recreation, & Forestry

## 2020 Park, Shelter & Trail Fees

Shelters & Facilities	Capacity	Resident Fee	Non-Resident Fee
Badger/Hickey Park	25	\$85/day	\$128/day
Black River Beach Pavilion North	40	\$35/hour or \$175/day	\$53/hour or \$263/day
Black River Beach Pavilion South	40	\$35/hour or \$175/day	\$53/hour or \$263/day
Bluffview Park Shelter	30	\$85/day	\$128/day
Cameron Park	300	\$70/day	\$105/day
Cameron Park Market Canopy	33 stalls	\$115/day	\$173/day
Chad Erickson Memorial Pavilion	25	\$85/day	\$128/day
Copeland Enclosed	75	\$85/day	\$128/day
Copeland Oktoberfest	300	\$150/day	\$225/day
Copeland Ball Field	3,000	\$100/game	\$150/game
Grandad Bluff (2-hr limit; weddings only; phone-in or walk-in reservations only)	100	\$125/hour	\$188/hour
Houska Park	100	\$85/day	\$128/day
International Garden Gazebo	75	\$75/hour or \$450/day	\$113/hour or \$675/day
International German Garden	50	\$75/hour or \$450/day	\$113/hour or \$675/day
International Garden Russian Besedka	15	\$75/hour or \$450/day	\$113/hour or \$675/day
International Irish Garden	50	\$75/hour or \$450/day	\$113/hour or \$675/day
Jay Street Pier	50	\$75/hour or \$450/day	\$113/hour or \$675/day
Lueth Park	25	\$85/day	\$128/day
Myrick Gun Club	40	\$85/day	\$128/day
Myrick Main (entire shelter)	300	\$150/day	\$225/day
Pettibone Gazebo	100	\$75/hour or \$450/day	\$113/hour or \$675/day
Pettibone Lagoon Pavilion	25	\$85/day	\$128/day
Red Cloud Shelter	50	\$85/day	\$128/day
Riverside Bandstand (available upon completion in 2020)	300	\$75/hour or \$450/day	\$113/hour or \$675/day
Riverside Fountain (available upon completion in 2020)	300	\$75/hour or \$450/day	\$113/hour or \$675/day
Riverside Levee Area	300	\$75/hour or \$450/day	\$113/hour or \$675/day
Riverside South	300	\$75/hour or \$450/day	\$113/hour or \$675/day
Springbrook Park	30	\$85/day	\$128/day
Trail Fee for Walk/Run Events	N/A	\$60/day	\$90/day
Upper Hixon Trail Head Picnic Area	60	\$35/hour or \$175/day	\$53/hour or \$263/day





## **Special/Community Event Fee Structure for City of La Crosse Parks & Park Shelter Use**

- 1. Athletic Event – (100% of Designated Fee)**
  - Sports or athletic activities including run/walks, cycling, other types of races, or recreational and competitive contests
  - Typically requires individual or team registration
  - Participation is generally not free or open to all members of the public
  - Requires Board of Park Commissioners approval
- 2. Commercial Event – (100% of Designated Fee)**
  - Controlled or ticketed entry or suggested donation posted at entrance
  - Event name features a for profit or non-profit organization
  - May require Board of Park Commissioners approval
- 3. Political Meeting or Event – (100% of Designated Fee)**
  - Political campaign events or meetings with local or visiting politicians
- 4. Community Event – (50% of Designated Fee)**
  - Free and open to all members of the public
  - Provides a public benefit and or stimulates broad economic or cultural activity within a neighborhood
  - Organized by a neighborhood-based, community-based, or groups that do not have a geographic base
  - May require Board of Park Commissioners approval
- 5. Free Speech Event – (Free)**
  - Solely expressive activity such as a march, rally, or demonstration
  - Does not include non-expressive or commercial activity, such as commercial food or sales
- 6. Military – (Free)**
  - Sponsored, hosted, or to benefit any branch of the US Military

\*Fee structure in effect for all reservations for dates beginning January 1, 2018.

\*Board of Park Commissioners reserve the right to change, amend or modify the Special/Community Event Fee Structure based on an individual requests to the Park Board at their regular scheduled meetings the third Thursday of each month; January – November.



# City of LaCrosse

## Parks, Recreation & Forestry

### Annual Community Event Park, Shelter, & Trail Agreement

This Agreement is made on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between City of La Crosse Parks, Recreation and Forestry Department, a municipal corporation hereinafter called, "Lessor" and the \_\_\_\_\_, hereinafter called "Lessee".

- 1) PURPOSE: The sole purpose of this Agreement is for use of \_\_\_\_\_  
\_\_\_\_\_ Park, Shelter or Trail  
space(s) for exclusive usage by \_\_\_\_\_  
for the purpose of \_\_\_\_\_.
- 2) TERM. The term of this Agreement shall be for a period of \_\_\_\_\_ years beginning on or  
about \_\_\_\_\_ and termination on \_\_\_\_\_;  
unless mutually extended by the parties hereto. Request for the renewal by Lessee shall be  
submitted to the City of La Crosse Parks & Recreation Department by November 1<sup>st</sup>, the year  
of termination.
  - a. Use will be for the specific dates and times outlined below:
- 3) RENTAL. Annual fees will be set based upon the posted rate at the time payment is due as  
outlined within the Agreement or as deemed suitable by the Board of Park Commissioners.  
The rate for the first year of the space(s) requested will be in the sum of \_\_\_\_\_  
\_\_\_\_\_, payable by January 31, 2020. Invoices will be sent for subsequent years to  
reflect annually approved rate and will be payable by January 31<sup>st</sup> of the year of the event  
reservation. Fees shall be payable to Lessor at City of La Crosse, 400 La Crosse Street, La  
Crosse, WI 54601; ATTN: Parks, Recreation & Forestry.
- 4) PRIORITY. Should the need arise for the City of La Crosse or its contractor, to complete any  
projects or improvements within any park space or shelter, these actions will take priority.

The Lessor will make a good faith effort to provide reasonable accommodations to Lessee, should such situation occur.

- 5) **REPAIRS AND MAINTENANCE.** Lessee agrees to keep said premises safe and in good order and condition during duration of Agreement. Upon the expiration of this Agreement, said premises will be in as good order and condition as the same were at the commencement hereof; reasonable wear, tear and damage by the elements expected; Lessee further agrees to leave said premises free from all nuisance, dangerous and defective conditions.
- 6) **DEFAULT.** In the event that Lessee shall be in default of any payment or in the performance of any of the terms and conditions herein agreed to be kept and performed by Lessee, then in that event, Lessor may terminate and end this Lease.
- 7) **AUTHORITY.** The person(s) signing this Agreement warrant they have the authority to sign as, or on the behalf of, the party for whom they are signing.
- 8) **TERMINATION.** The Board of Park Commissioners may terminate this Agreement within thirty (30) days advance written notice to Lessee for any reason.
- 9) **EXECUTION.** Within 30 days of approval or Agreement is void.

Signed on the day and year first above written.

**ABC ORGANIZATION:**

By \_\_\_\_\_  
John Doe, President  
PO BOX 123  
La Crosse, WI 54602

**CITY OF LA CROSSE:**

By \_\_\_\_\_  
Jay Odegaard, Director  
City of La Crosse  
Parks, Recreation, and Forestry Department  
400 La Crosse Street  
La Crosse, WI 54601