



Fitchburg Parks, Recreation & Forestry Office
5520 Lacy Rd
Fitchburg, WI 53711-5318
Ph (608) 270-4285 Fax (608) 270-4212

APPLICATION FOR SHELTER RESERVATION

Today's Date: _____

Date of Reservation:		Time:
Shelter:	<input type="checkbox"/> McKee Indoor	<input type="checkbox"/> Ball Diamond:
Event Type/Group Name:		Estimated Attendance:
Name of Person in Charge (Must be 18):		
Address:		City:
Home Phone #		Cell Phone #
Email Address:		

- Tent (must be pre-approved by Parks, Recreation & Forestry Director at 270-4288) Date Approved: ____
- Large Special Event (Must have approval of Parks Commission) See Policy for Fees & Restrictions

Will your group employ any type of amplified loud speaking or music device? Yes No
 (45 Day notice required) * Users are subject to Fitchburg Ordinance 14-2 which controls noises disturbing the public.

Do you intend to sell fermented malt beverages (beer)? Yes No

* Only non-profit organizations may obtain a Class B Picnic Beer License

* Sale of fermented malt beverages is subject to the requirements of the Special Class "B" Picnic Beer Permit License.

***SALES ARE NOT PERMITTED WITHOUT THIS APPROVED LICENSE.** There are no exceptions.

The issuance of your picnic permit is strictly conditional on the information as presented on this application. The Fitchburg Parks, Recreation & Forestry Dept. retains the right to revoke this permit anytime prior to or during the scheduled events for any misinterpretation or changes in circumstances pertaining to this event.

I agree to the policies & procedures set forth by the city of Fitchburg for park shelter reservations.

Signature _____ Date _____

Shelter Reservation Confirmation – Office Use Only			
Amount Due \$ _____	Payment <input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card	Date Confirmed: Log #	Approved By: