KISHWAUKETOE NATURE CONSERVANCY (KNC)
VILLAGE OF WILLIAMS BAY EVENT AGREEMENT

General Information (please type or print clearly) **Applicant/Agent**

Name _____

Organization _____

Address _____

Phone _____ Cell _____

Email _____

Activity

Date requested _____ Time _____

Area requested (circle one) KNC Arboretum KNC entrance and pavilion

Nature of activity _____

_____

_____

Is this event open to the public? ____ If yes, you must also complete a statement concerning liability and workmen's compensation insurance and provide a certificate of insurance naming the Village of Williams Bay and Kishwauketoe Nature Conservancy as an additional named insured.

Signature of Person Responsible _____

Printed name _____

Contact information (if different than above)

Address _____

Phone _____ Cell _____

Email _____

Deposit Schedule and Conservancy Usage Suggested Donation Schedule

Suggested Donation: 1-50 guests - $200.00; 51-100 Guests - $300.00; 101-200 Guests - $400.00;

Deposit: $200 (Due at Signing.)

I have read and understand there is a $200 deposit due at the time of this application. Clean-up or repair charges will be deducted from the deposit at $50 per hour. Suggested donations are due 60 days prior to the scheduled event. In case of cancellation: 8 or more days-full refund less $50, 7 days or less-full refund less $100. Conservancy usage is a very special opportunity that is not available to many; please review the KNC use policy which insures the protection and continued viability of the entire Kishwauketoe Nature Conservancy.

Signature of Person Responsible

_____ Date _____

Organization _____ Purpose _____

Usage Approval by KNC:

_____ Date _____

For official use only

Date application filed with KNC _____

Board review on date _____ _____ Approved ____ Denied

Copy of approved application given to:

KNC President Village Chief of Police Village Administrator KNC Treasurer Applicant

Approval is for the following:

Conservancy area: _____

Time: _____ Date: _____

Type of event _____ # expected: _____

Kishwauketoe Nature Conservancy Reserved Use Policy

Policy:

The Village of Williams Bay Kishwauketoe Nature Conservancy is primarily for the nonexclusive use of the residents and visitors. However, under proper circumstances, reserved use of specific areas may be approved. This policy is intended to regulate use of the Village of Williams Bay Kishwauketoe Nature Conservancy to the end that the general welfare of the Village and the Kishwauketoe Nature Conservancy is protected.

Reservation of Conservancy Space:

A person or group, firm, organization, partnership or corporation may apply to reserve the use of Kishwauketoe Nature Conservancy Arboretum or Entry and Pavilion by completing the event agreement and submitting with the deposit required. Donations as listed are not required for Conservancy space reservation but they are an important part of the yearly budget which allows the Conservancy to exist within our community. Approvals for reserved use of the Arboretum or Entry and Pavilion will be processed within 30 days of receipt. All conservancy areas are reserved on a first-requested, first-reserved basis after meeting the requirements of the application process. Copies of approved applications will be maintained by the Village Clerk at Village Hall.

Application:

Applications must be filed with the Kishwauketoe Nature Conservancy at least 60 days prior to the date for which the reserved use of an area is requested. The application request must be completed in full with one person identified and authorized as the person responsible for the event. That person will be responsible for the event and the specific area being used. All trash, garbage, other items must be removed at the completion of the event and that area reserved must be left in a clean manner.

Action on Application Request:

The Kishwauketoe Nature Conservancy board shall act promptly on all application requests based on a first-come, first-served basis or, if necessary, after consulting the applicant.

General Information:

1. Utilization for Weddings (not receptions) and Events only - Absolutely no catering (food) or alcoholic beverages are allowed on the property. Water and other non-alcoholic liquids allowed only as needed to avoid dehydration.
2. No tents or other portable structures are permitted on the property.
3. Motor vehicles are allowed only for drop off and pick up of chairs and are only allowed on designated, select paved areas by the Arboretum and Hwy 67 entrance. The only other vehicles allowed on KNC property are golf carts, used to transport guests to the event site.
4. Currently approved locations for Weddings and Events are the Arboretum and the Main Entrance Pavilion area by the Highway 67 entrance, but other areas may be considered by the Board upon petition on a per case basis.

5. Access for set-up and tear-down are limited to a two-hour period prior to the event and a one-hour period after the event. All materials brought on the site of the event must be managed by the event host and any violation of this rule will result in a loss of deposit. Users must provide their own waste containers and remove them from the site.
6. For groups selecting the Arboretum site, there is only parking for ten vehicles immediately adjacent to the fenced area along Harris Road.
7. For groups using the main entrance by Hwy 67 and Stark Street, parking is available at the Lions Field parking lot on first come, first served basis. Other parking as allowed along Stark St. Walworth Ave and Hwy 67.
8. All events, other than Village of Williams Bay, Williams Bay Recreation Department and Kishwauketoe Nature Conservancy, must be over by 7:00 pm.
9. The Hwy 67 entrance is the main access to Kishwauketoe Nature Conservancy and as such will only allow event groups *semi-private use of the facility*.

Reasons for Denial: An application request may be denied for any of the following reasons:

1. Any use that could reasonably involve a violation of Federal or State law or any provision of the Village Municipal Code as well as specific items as mentioned above.
2. Granting of the application would conflict with another approved application or one for which application approval is already pending.
3. Application request made outside of the required time for the scheduled use.
4. Request is for use of the conservancy at a date and time when, in addition to the proposed use, anticipated use by others is expected which would seriously affect the use of the conservancy.
5. Law enforcement requirements of the reserved use will require so large a number of persons as to prevent adequate law enforcement for the village and/or the conservancy.
6. Requested reserved use is so poorly organized that participants are likely to engage in aggressive or destructive activities.
7. Application request is not completed properly.
8. Any other factors which could have a negative or adverse impact on the Village of Williams Bay and/or the Kishwauketoe Nature Conservancy as determined by the KNC Board of Directors and/or the Village Board and/or Chief of Police.

Application Not Required for Village Activity:

An application is not required for reserved use of the conservancy when such use is sponsored by or under the oversight of the Village of Williams Bay.

Auxiliary Parking:

If necessary, the approved group must identify an auxiliary parking plan for the event, which must be approved by the Chief of Police.

Nature Conservancy Usage Application:

Approved group must keep the conservancy clean, undamaged and orderly during the approved event, including allowing others to freely access the conservancy.

Approved group agrees to pick up litter as it accumulates during the time of the approved event. All clean up must be performed by the end of the event unless specifically arranged and approved by the Kishwauketoe Nature Conservancy.

The applicant agrees by signing this application that the security deposit and/pr donation shall be held by the Kishwauketoe Nature Conservancy, and may be applied to property damage to the conservancy resulting during the time of the activity or may be forfeited as a result of police action required at the activity. The Village of Williams and/or the Kishwauketoe Nature Conservancy may also seek further action to recover damages to the occupied conservancy areas. The applicant agrees not to use the conservancy for any unlawful activity including those posted and also agrees to abide by conservancy rules, regulations and all ordinances of the Village of Williams Bay. The applicant agrees to indemnify the Village and KNC, holding them harmless for all expenses, liability and claims of any kind arising out of harm to or activities of attendees to the approved event. For certain events, the Village and/or KNC may require the applicant to file evidence of insurance in force or other evidence of adequate financial responsibility. The Village and/or KNC may also require the applicant to provide trained security personnel at the event.

Indemnification:

Prior to approving any application for reserved use s within the conservancy, the KNC may require the applicant to file evidence of good and sufficient sureties, insurance in force or other evidence of adequate financial responsibility, protecting third parties as may be injured or damaged and naming the Village of Williams Bay and KNC as an additional insured, in any amount depending upon the likelihood of injury or damage as a direct and proximate result of the reserved use sufficient to indemnify the Village, the Kishwauketoe Nature Conservancy and such third parties as may be injured or damaged thereby, caused by the applicant, its agents or participants.

I hereby agree to the above mentioned terms and conditions as outlined above (5 pages)

Signature: _____ Date: _____
Donor

Approved: _____ Date: _____
Harold J. Friestad, KNC Commission Chairman
P.O. Box 580, Williams Bay, WI 53191; 262-903-3601

KNC Use Only: Copies to:
Deposit Received: _____ Chief: ____ HF: ____ VA: ____ Treas: ____ VB: ____
Donation Received: _____ Returns (if any) Paid: _____

PROCEDURES FOR WEDDINGS & EVENTS AT KISHWAUKETOE

1) KNC Form completed and signed;
2) Event approved by KNC Board;
3) KNC Approved form to Village Administrator (Bob C);
4) Village Board for notice of the event