

**City of Green Bay
Parks, Recreation & Forestry Department
Wildlife Sanctuary Reservation Policy**

Policy Statement

At the Bay Beach Wildlife Sanctuary, anyone may make room reservations a maximum of one year in advance. Weddings and other reservations that require advanced planning will be considered on a case-by-case basis.

- I. **Reservation:** May be made by phone or in person through the Wildlife Sanctuary or Parks, Recreation & Forestry Department offices. Payment is required at the time of the reservation and can be made by cash, check or major credit card.
 - A. Picnic grounds must be vacated by 9 p.m.
 - B. Renters must check-in upon arrival and check-out upon departure with the staff in the Nature Center office.
 - C. An adult must be present at the facility at all times.
 - D. Reservations are not accepted past noon Friday for the upcoming weekend.
 - E. Renters are required to clean and/or organize the room (return it to its original condition). Additional charges will apply for extra time and labor necessary to clean the facility at \$35 per hour or \$52 per hour for overtime.
- II. **Fees & Charges:**
 - A. Waivers – Request for waivers must be submitted to the Park Committee for approval at least two months prior to rental date.
- III. **Cancellations & Refunds:** Cancellations can be made by calling the Wildlife Sanctuary or Parks Department.
 - A. Refunds (less cancellation surcharge fee) will be given for cancellations made more than 30 days prior to the event.
 - B. All fees will be forfeited for cancellations made 30 days or less prior to the event.
- IV. **Amenities:**
 - A. Wildlife Sanctuary outdoor rentals include amenities such as picnic tables and trash containers.

1. Additional picnic tables and trash containers are available for rent in limited number and must be picked up and returned to the City's Park Shop.
 2. All items must be removed by the end of the stated rental period.
 3. For reservations in outdoor areas the Wildlife Sanctuary may require portable toilets be provided at the renters' expense.
 4. Contact staff if power is required.
- B. Room rentals include tables, chairs and trash containers.
1. The capacity of each room is determined by the City Fire Code and is posted in each room.
 2. Renters may bring their own food service equipment into the building with approval from staff.
- V. **Tents & Canopies:** Temporary structures are not allowed without program or facility reservation.
- A. Structures larger than 12 feet X 12 feet (approximately 150 square feet) will be charged a fee of \$125. Consult with staff on placement.
 - B. Structures 12 feet X 12 feet or smaller will be charged a fee of \$30.
 - C. INFLATABLES are not allowed in any Green Bay parks.
- VI. **Noise & Music:** Amplified music is allowed up to 8 p.m. and for a maximum of a four-hour period with Director and Park Committee's approval per City ordinance.
- VII. **Admission & Sales:** No person shall vend, sell or offer for sale any food, beverage or other commodity or article within any City park to the public without authorization from the Park Committee. No admission fee, donation, contribution or other charge shall be made or collected by the renter for admission to the rented facility without authorization from the Park Committee, except for the Friends of the Wildlife Sanctuary.
- A. Individuals or groups obtaining authorization are responsible for all necessary permits/licenses for their function.
- VIII. **Food & Beverage:**
- A. Consumption:
 1. Bringing your own potluck type food on site to events is allowed.

2. Catering - Only caterers from the Department's pre-approved list of licensed caterers will be allowed to provide food at the Wildlife Sanctuary. Request caterer's list from staff.
3. Pig roasts, booyah, fish boils, corn roasts and/or any other foods requiring an open fire require permission from the WLS Director.
4. **ALCOHOLIC BEVERAGES**
The consumption of fermented malt beverages or wine is allowed with reservations by persons attending events.

IX. **Rental Areas:** The following areas are designated as rental facilities at the Wildlife Sanctuary.

Indoor Rooms: Woodland Room, Wetland Room, Estuary Room, Kitchen, Auditorium, Main Floor (available 5 p.m. to 9 p.m., or with permission of WLS Director).

Rooms are available for rent year round, 8 a.m. to 9 p.m.

Outdoor Areas

Nature Center Picnic Area, Amphitheater, Kress Overlook and Manger Fishing Area are available from 8 a.m. to 9 p.m. May through October; and November through April from 8 a.m. to 5 p.m.

Observation Building and Parking Lot are available April, May, September, and October 5 to 9 p.m.

Proposed Fees for 2015: Sales tax will be added to all rental and usage fees.

Nature Center

Woodland Room: \$25 per hour

Estuary Room, Auditorium: \$30 per hour

Main Floor: \$125 – 5 to 9 p.m. only

Outdoor Areas

Amphitheater: \$125 per 4 hours

Kress Falls Overlook: \$125 per 2 hours

Mangers Fishing Area: \$125 per 4 hours

Nature Center Picnic Area: \$125 per 4 hours

Observation Building Parking Lot: \$300 from 5 to 9 p.m.,
September, October, April and May only.

Wedding Events

ADD \$25 to rental space

Includes 45-minute use of rental space for rehearsal the week of wedding