



N64W23760 Main Street
Sussex, Wisconsin 53089
(262) 246-5200
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villagesussex.org

AGENDA
VILLAGE OF SUSSEX
PARKS & RECREATION BOARD
6:30 PM TUESDAY, JUNE 17, 2025
SUSSEX CIVIC CENTER – COMMUNITY ROOM 1ST FLOOR
N64W23760 MAIN STREET

Pursuant to the requirements of Section 19.84, Wis. Stats., notice is hereby given of a meeting of the Village of Sussex Park & Recreation Board, at which a quorum of the Village Board may attend in order to gather information about a subject which they have decision making responsibility. The meeting will be held at the above noted date, time and location. Notice of Village Board Quorum, (Chairperson to announce the following if a quorum of the Village Board is virtually in attendance at the meeting: Please let the minutes reflect that a quorum of the Village Board is present and that the Village Board members may be making comments under any area where the public may comments or if the rules are suspended to allow them to do so.)

1. Roll call
2. Consideration and possible action on the [minutes](#) from the May 20, 2025, meeting
3. Comments from Citizens Present
4. Consideration and Possible Action on [Contractual Updates](#)
 - a. Sussex Area Service Club 20 Year [Contract](#)
 - b. Lions Club 20 Year [Contract](#)
5. Consideration and Possible Action on The Ridge [Playground Design](#)
6. Update on [Fee Analysis](#) for Recreation Programs
7. Consideration and Possible Action on Fee Analysis for [Facility Rentals](#)
8. Consideration and Possible Action on [Rental Policies](#)
9. Consideration and Possible Action on Special Event Rental for [WisCare Insurance Agency LLC](#)
10. Consideration and Possible Action on Special Event Rental for The Picklr [Pickleball Tournament](#)
11. Park & Recreation Director's Report
12. Topics for Future Agenda Items
13. Adjournment

Robert Fourness
Chairperson

Jeremy Smith
Village Administrator

**Village of Sussex
Park and Recreation Board
6:30 p.m. Tuesday, May 20, 2025
Sussex Civic Center
N64W23760 Main Street, Sussex, WI 53089**

MINUTES

Meeting was called to order at 6:31 pm.

1. Roll Call

Members Present: Chairman Bob Fourness, Trustee Ron Wells, Mike Waltz, Chris Kostka, and Kelly Tetting and Chuck Vojtas

Members Absent: Nadine Coenen

Staff Present: Parks and Recreation Director, Halie Dobbeck

2. Consideration and action on minutes from the March 18, 2025, meeting.

Motion by Waltz, seconded by Tetting to approve the minutes as presented.

Motion Carried 6-0.

3. Comments from Citizens

Randy Schult, N62W23445 Silver Spring Drive

Asked the board why the lighted diamond is being turned into a dog park. He feels it is a good field with nothing wrong with it and that we shouldn't waste taxpayer money and tear down the concessions stand or lighted diamond – the diamonds just need to be maintained.

4. Consideration on Eagle Scout Project

Eagle Scout Braden Desmarais presented on his project for the Nancy A Whalen Hiking Trail.

Motion by Vojtas, seconded by Fourness to approve the project as presented.

Motion Carried 6-0.

5. Consideration on Silver Spring Industrial Building Tree Preservation Plan

Motion by Waltz, seconded by Kostka to approve the tree preservation plan as presented.

Motion Carried 6-0.

6. Director's Report

Dobbeck provided the following:

-Sold Lawn Mowers at Auction: 11' Mower sold for \$13,900 and Zero Turn Mower sold for \$2,605. If you recall, the SCAG mower was \$687 over budget. These sale funds make up for this difference.

-Village Park Construction Update:

Park Shop – Footings are starting to be poured. Making great progress even with a few rain dates.

Stormwater Pond is out for bid. Bids are opened May 22nd

Quintplex Update: Still waiting on a finalized developer's agreement before beginning the citizen committee.

-Hiring Update: We are interviewing an Adults Over 50 candidate this week as well as 3 Arborist candidates.

Upcoming Dates

-5/22: Pints in the Park, Village Park 5-8pm

-5/23: Splash Pad Opens (weather dependent)

-5/30: Library Summer Kick Off

-6/12: Plant and Sip

-6/19: Cruise Night

-6/26, 5:30pm Vista Run Grand Opening

7. Topics for Future Agenda Items

-Sussex Area Service Club and Lions Club 20-year Contracts

8. Adjournment

Motion by Vojtas, seconded by Waltz to adjourn at 7:16 p.m.

Motion Carried 6-0.

Respectfully Submitted,
Halie Dobbeck
Parks and Recreation Director

DRAFT



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MEMORANDUM

To: Parks & Recreation Board
From: Halie Dobbeck, Parks and Recreation Director
Re: Nonprofit Organization Contractual Updates
Date: June 11, 2025

As a part of the Sussex Area Service Club and Lions Club financial donation to The Ridge at Village Park, both organizations requested an update and renewal of their existing rental use contracts with the Village. These contracts were originally put into place to benefit the club's monetary giving to the Village by offsetting facility rental costs for approved events.

Village Administrator Jeremy Smith and I met with representatives from both organizations to review these contracts. Both clubs have agreed to the contracts presented to you today.

Key updates to the contracts include:

- New language outlines a \$100,000 donation to The Ridge project over a 10-year period, along with the club's associated usage rights for the facility.
- Addition of language permitting club signage at The Ridge facility to recognize the donation.
- Revised language regarding the use of the Lions Event Storage Facility to ensure compliance with current insurance requirements.
- Increase in the required deposit from \$400 to \$1,000.
- General formatting improvements.
- **Lions Contract Only:** Lions Daze provisions have been moved to a separate exhibit, allowing annual updates by Village staff if needed. Related language has been clarified and simplified.

2025-2045

SUSSEX AREA SERVICE CLUB - USE OF VILLAGE PARKS AND FACILITIES

ARTICLES OF AGREEMENT

VILLAGE OF SUSSEX, WISCONSIN

The Articles of Agreement as set forth herein shall be an agreement between the Village of Sussex, who shall be referred to herein as the "Village" and the Sussex Area Service Club who shall be referred to herein as the "SASC".

This agreement only covers the use of Village facilities for each of the board-approved SASC Events: Lion's Daze, Big Engine Show and Club Meeting hereinafter referred to as "The Events".

This Articles of Agreement, as made between the Village and the SASC shall be binding and shall be subject to the following provisions and conditions.

1. The fees will be calculated on the actual rentals requested and the rates in effect at said time and are subject to change annually according to the updated Village rental rates. The Village agreed to institute a credit for past charitable donations and this contract term will start with a credit of \$101,702. The SASC shall donate an additional \$100,000 in 10 annual payments of not less than \$10,000 annually from 2025 to 2034 towards the Village's Ridge project. SASC may prepay these amounts. As annual payments are made, they will be incorporated into the accruing credit. Therefore, the SASC fees for the term of this contract would be \$0, unless other events were added, or fee changes were made such that the credit was not enough to cover the fees. The Village will "roll over" credits for future cash donations from year to year (Example: A \$5,000 donation in year 2025 can be carried forward). It is anticipated that future donations will continue to cover the costs of the fees. Monetary donations made directly towards Village contributions and Village services will receive one credit dollar per dollar donated, and donations to the Hamilton School District and/or its activities will receive a half-credit dollar per dollar donated. Annually, the Village shall provide the SASC with an accounting of the donations credit available and park/facilities charges used.
2. The Village maintains the right to review donations to other non-Village community-based organizations to determine their credit value. Donations may range into many

different aspects of the community, but to receive credit, it should have a tangible basis to the residents of the Village.

3. The following approved events and their designated spaces are listed below. All facility usage is subject to the timely reservation of spaces, which may be made up to 364 days in advance of the event. Use of these facilities does not confer any right to modify, alter, or make changes to these spaces in any manner without prior written approval from Village staff. If the SASC choose to replace a current event for a different event or add another event they can request an exchange or addition subject to the review and approval of the Village.
 - a. **Lions Daze:** The Village hereby agrees to the use of Village Park on a first right of refusal basis on the annual approved dates inclusive, for the purpose of Lions Daze. The SASC do not have exclusive use of all areas of the Village Park.
 - b. **Big Engine Show:** The Village hereby agrees to the use of The Ridge facility and lawn area in Village Park on the annual approved dates for the purpose of the Big Engine Show. Other areas of Village Park may be rented for the Big Engine Show if so approved by the Village.
 - c. **Club Meeting:** The Village hereby agrees to allow up to two SASC business meetings per month, up to 4 consecutive hours, at a Village facility at a time, location, and date subject to Village approval. SASC shall coordinate with the Lion's Club on date needs and jointly submit to the Village for approval. Other SASC business meetings may be requested and will be considered on a case-by-case basis.
4. The SASC agree to maintain a deposit of not less than \$1,000 with the Village. The \$1,000 deposit will cover all the Events and the SASC shall replenish any amount up to the \$1,000 for the term of this contract. Said deposit shall be held by the Village for the term of the contract.
5. The SASC agree to pay any usual and customary pass-through costs and license fees associated with the uses of Village facilities that arise from forces outside the Village's control. All use of Village facilities and spaces are subject to Village rules for rentals and use of public spaces and conditioned upon approval by the Village for the same on an annual basis. In the interest of maintaining smooth and uninterrupted operations, while also providing SASC a fair opportunity to address concerns, the following shall apply: In the event of any damage or cleanliness issues attributable to the SASC, and if time permits, the SASC shall be given the

opportunity to remedy the situation at its own expense. However, if time constraints do not allow for such remediation, the Village reserves the right to take immediate action to repair or clean as necessary to ensure continued operations. All associated costs incurred will be charged to the SASC deposit and written itemized statement from the Village will be provided. The SASC shall reimburse the Village of any costs of repairs or cleaning that exceeds the amount of the deposit, which shall be payable within (30) days of the written itemized statement from the Village. If any portion of the deposit remains after all the Village's costs, the remaining balance shall be returned within thirty (30) days to the SASC, as authorized by the Village Administrator at the end of the contract term.

6. **The Ridge at Village Park Signage:** The Village hereby agrees to provide signage subject to approval by the Village on the Ridge building that includes the SASC logo to recognize the \$100,000 donation towards the Ridge project. The logo signage is intended to be maintained through 2045 unless the Ridge building is no longer standing, the SASC fail to donate the \$100,000 or make an annual payment installment, the SASC ceases to exist for more than 2 years, a force majeure situation arises, or other similar situation as may be directed by the Village Board.
7. **Sussex Lion's Club-SASC Events Storage Facility:** The Village hereby agrees to allow the continued use of Village Park land for the 'Sussex Lion's Club-SASC Events Storage Facility' through 2045 for \$1 per annum payment. The storage facility was constructed in 1988 and donated to the Village. Said facility may not be expanded or modified without approval by the Village. The Lions and SASC shall annually provide insurance for said facility, which fully indemnifies the Village. The Lion's Club and SASC are responsible for all costs associated with the storage facility including, but not limited to operational, utility, and capital costs. The Village has no obligations towards any costs annually or otherwise for said facility. The Lion's Club and the SASC have joint obligations and responsibilities for the 'Sussex Lion's Club-SASC Events Storage Facility'. The Lions or SASC may not sell, rent, or cause a lien against the facility and must maintain said facility in a safe, secure, and aesthetically pleasing manner as determined by the Village in order to continue to use said facility.
8. In addition to, and not to the exclusion or prejudice of, any provisions of this agreement, the SASC shall indemnify and hold harmless and agrees to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering, and other expenses relating to the claim asserted or imposed upon the

Village, its officers, agents, employees, and independent contractors growing out of the agreement as stated above by any party or parties.

9. Sales and consumption of alcoholic beverages are regulated by the State of Wisconsin and the Village. The SASC must comply with all relevant state statutes and municipal ordinances. The SASC must contact the Village Clerk's office to obtain all appropriate rules and regulations regarding sales and service, as it relates to the sales of alcoholic beverages. Applications for necessary permits must be submitted to the Village Clerk's office no later than thirty (30) days prior to the exhibition.

10. This agreement is separate from any other arrangement or agreement with the SASC.

The Articles of Agreement shall be signed by the necessary officials of SASC, and the Village Board; and shall become effective on the same day and shall remain in effect until any and all sections of the agreement has been satisfied in its entirety.

Signed this ____ day of _____ for and on behalf of the Sussex Area Service Club.

On behalf of the Sussex Area Service Club Print Name/Title

Address, City, State, Zip Telephone Number

Approved this ____ day of May, _____; by the Village Board of the Village of Sussex, Wisconsin

Attest –Village Clerk Village President

2025 – 2045

SUSSEX LIONS CLUB – USE OF VILLAGE PARKS AND FACILITIES

ARTICLES OF AGREEMENT

VILLAGE OF SUSSEX, WISCONSIN

The Articles of Agreement as set forth herein shall be an agreement between the Village of Sussex, who shall be referred to herein as the “Village” and the Sussex Lions Club or Sussex Lions Foundation who shall be referred to herein as the “Lions”.

This agreement only covers the use of Village facilities for the following events: Lions Daze, Lions Flag Football, Lions Lunch with Santa, Lions Beer and Wine Tasting, Blood Drives, Charter organization meetings, and Club meetings, hereinafter referred to as “The Events”.

These Articles of Agreement, as made between the Village and the Lions, shall be binding and shall be subject to the following provisions and conditions.

1. The annual park/facility usage fees for The Events are projected as \$10,970 for 2025. The fees will be calculated on the actual rentals requested via reservation requests and the rates in effect at said time and are subject to change annually according to the updated Village rental rates. The Village agrees to institute a credit for past and future charitable donations and this contract term will start with a credit of \$ \$146,353. The Lions shall donate an additional \$100,000 in 10 annual payments of not less than \$10,000 annually from 2025 to 2034 towards the Village’s Ridge project. The Lions may prepay these amounts. As annual payments are made, they will be incorporated into the accruing credit. Therefore, the Lions fees for the term of this contract would be \$0, unless other events were added, or fee changes were made such that the credit was not enough to cover the fees. The Village will “roll over” credits for future cash donations from year to year. EG. A \$5,000 donation in year 2025 can be carried forward. It is anticipated that future donations will continue to cover the costs of the fees. Annually the Village shall provide the Lions with an accounting of the donations credit available, and park/facilities charges used.

2. Lions monetary donations directly towards Village contributions and Village services will receive one credit dollar per dollar donated, and donations to the Hamilton School District and/or its activities will receive a half-credit dollar per dollar donated. The Village maintains the right to review donations to other non-Village community-based organizations to determine their credit value. Donations may range into many different aspects of the community, but to receive credit, it should have a tangible basis to the residents of the Village.

3. **The Events.** The following approved events and their designated spaces are listed below. All facility usage is subject to the timely reservation of spaces, which may be made up to 364 days in advance of the event. Use of these facilities does not confer any right to modify, alter, or make changes to these spaces in any manner without prior written

approval from Village staff. If the Lions choose to replace a current event with a different event or add another event, they can request an exchange or addition subject to the review and approval of the Village.

A. **Lions Daze.** The Village hereby agrees to the use of Village Park on a first right of refusal basis on the annual approved dates inclusive, for the purpose of Lions Daze. The Lions do not have exclusive use of all areas of the Village Park. Exhibit A, which is incorporated herein by reference, contains the special terms and conditions specific to the Lions Daze event and forms an integral part of this Agreement. Exhibit A may be amended annually by the Village Administrator or their designee.

B. **Lions Flag Football.** The Village hereby agrees to the use of Village Park lighted playing field space for the Sussex Lions Club Flag Football program. The reservation dates for the Flag Football program Tuesday & Thursday evenings from 6:00 p.m. to 9:00 p.m. in September and October or as otherwise approved annually through the rental request process.

C. **Lions Lunch with Santa.** The Village hereby agrees to the use of a Village facility at a time, location, and date subject to Village approval for the Lions Lunch with Santa.

D. **Lions Beer and Wine Tasting.** The Village hereby agrees to the use of a Village facility at a time, location, and date subject to Village approval for the Lions Beer and Wine Tasting.

E. **Lions Blood Drives.** The Village hereby agrees to the use of a Village facility at a time, location, and date subject to Village approval for up to six Blood Drives per year.

F. **Charter Organization Meetings.** The only recognized groups affiliated with the Lion's Club are the Leos Club, Explorers #39, Scouts #39, and Scouts #175. These recognized groups shall be entitled to use of a Village facility at a time, location, and date subject to Village approval for up to four (4) major facility uses per calendar year. In addition, they shall have scheduled, approved access to the Lions Building in Village Park seven (7) days a week, or the Madeline Park Train Depot on weekdays only, at no cost. Any additional facility requests beyond the four (4) major facility uses must be an amendment to this agreement and may utilize the Lions donation credit account.

G. **Club Meetings.** The Village hereby agrees to the use of a Village facility at a time, location, and date subject to Village approval for up to two (2) club business meetings per month, not to exceed four (4) consecutive hours. Lions shall coordinate with the Sussex Area Service Club (SASC) on date needs and submit jointly to the Village for approval. In addition, the Lions shall have scheduled, approved access to the Lions Building in Village Park at no cost.

4. The Village hereby agrees to allow the continued use of Village Park land for the Sussex Lion's Club-SASC events storage facility through 2045 for \$1 per annum payment. The storage facility was constructed in 1988 by the Lions Club and donated to the Village. Said facility may not be expanded or modified without approval by the Village. The Lions and/or SASC shall annually provide liability insurance for said facility, which fully indemnifies the Village. The Lions and SASC are responsible for all costs associated with the storage facility including, but not limited to operational, utility, and capital costs. The Village has no obligations towards any costs annually or otherwise for said facility. The Lions and the SASC have joint obligations and responsibilities for the Sussex Lion's Club-SASC events storage facility. Should either club cease to exist, the remaining Club shall

have the right to assume full responsibility under the terms of this contract. The Lions or SASC may not sell, rent, or cause a lien against the facility without approval by the Village. In the event that a substantial improvement or repair to the facility is deemed necessary, the Lions may request approval from the Village Board to pursue a potential debt instrument for said improvement or repair. The Lions and/or SASC must maintain said facility in a safe, secure, and aesthetically pleasing manner as determined by the Village in order to continue to use said facility.

5. The Village hereby agrees to provide signage subject to approval by the Lions and the Village on the Ridge building that includes the Lions logo to recognize the \$100,000 donation towards the Ridge project. The logo signage is intended to be maintained through 2045 unless the Ridge building is no longer standing, the Lions fail to donate the \$100,000 or make an annual payment installment, the Lions cease to exist for more than 2 years, a force majeure situation arises, or other similar situation as may be directed by the Village Board.

6. The Lions agree to maintain a deposit of not less than \$1,000 with the Village. The \$1,000 deposit will cover all of The Events and the Lion's shall replenish any amount up to the \$1,000 for the term of this contract. Said deposit shall be held by the Village for the term of this contract.

7. The Lions agree to pay any usual and customary pass-through costs and license fees associated with the use of Village facilities that arise from forces outside the Village's control. All use of Village facilities and spaces are subject to Village rules for rentals and use of public spaces and conditioned upon approval of said policy annually by the Village. In the interest of maintaining smooth and uninterrupted operations, while also providing Lions a timely opportunity to address concerns, the following shall apply: In the event of any damage or cleanliness issues attributable to the Lions, and if time permits, the Lions shall be given the opportunity to remedy the situation at its own expense. However, if time constraints do not allow for such remediation, the Village reserves the right to take immediate action to repair or clean as necessary to ensure continued operations. All associated costs incurred will be charged to the Lions deposit and written itemized statement from the Village will be provided. The Lions shall reimburse the Village of any costs of repairs or cleaning that exceeds the amount of the deposit, which shall be payable within (30) days of the written itemized statement from the Village. If any portion of the deposit remains after all the Village's costs, the remaining balance shall be returned within thirty (30) days to the Lions, as authorized by the Village Administrator, or their designee, at the end of the contract term.

8. In addition to, and not to the exclusion or prejudice of, any provisions of this agreement, the Lions shall indemnify and hold harmless and agrees to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering and other expenses relating to the claim asserted or imposed upon the Village, its officers, agents, employees and independent contractors growing out of the agreement as stated above by any party or parties.

9. Sales and consumption of alcoholic beverages are regulated by the State of Wisconsin and the Village. The Lions must comply with all relevant state statutes and

municipal ordinances. The Lions must contact the Village Clerk’s office to obtain all appropriate rules and regulations regarding sales and service, as it relates to the sales of alcoholic beverages. Applications for necessary permits must be submitted to the Village Clerk’s office no later than thirty (30) days prior to the exhibition.

10. This agreement is separate from any other arrangement or agreement with the Lions.

The Articles of this Agreement shall be signed by the necessary officials of Lions, and the Village Board; and shall become effective on the same day and shall remain in effect until any and all sections of this agreement has been satisfied in its entirety.

Signed this __ day of __, 2025, for and on behalf of the Sussex Lions Club

On behalf of the Sussex Lions Club Print Name

Address, City, State, Zip Telephone Number(s)

Approved this _____ day of _____, 2025; by the Village Board of the Village of Sussex, Wisconsin

Attest – Village Clerk

Village President

Exhibit A: Special Terms for Lion's Daze

- A. The Lion's Club shall provide, in writing, the dates for the upcoming Lions Daze and the renter responsible for the event whether that be the Sussex Area Service Club (SASC) or the Lions as soon as they are known but not later than the last business day of July of the preceding year.
- B. With the use of the Village Park hereby agreed upon, the following stipulations shall apply.
 - a. The Lions use of the Village Park for Lions Daze will be limited to the hours between 6:00 am until 12:00 midnight. A later closing time shall be allowed due to inclement weather delays for the tournament games only.
 - b. The Lions shall develop and implement an adequate parking plan for the event, which must include provisions for efficient and orderly vehicle ingress and egress, as well as clear access routes for emergency vehicles always. This plan may be requested for annual review and comment by the Village Administrator or its designee, the Police Captain, and/or Fire Chief.
 - c. The use of all-terrain and off-road vehicles on Village property is permitted, provided that all applicable provisions of Municipal Code Section 7.12 are followed, with the exception that operation of such vehicles shall be allowed 6am until 12:00 midnight.
 - d. Fireworks will be set off from the designated fireworks spot on the South side of Village Park. The area must be secured from the public and all anticipated fallout debris areas. The Village will make all attempts to allow 4th of July fireworks fencing to remain erected to the best of its ability for the Lions Daze fireworks event. The Sussex Fire Department will be notified not less than thirty (30) days prior to the setting off of fireworks to stand-by with necessary equipment, personnel and vehicles.
- C. The Lions agree to provide personal injury liability insurance in the amount of not less than one (1) million dollars and property damage in the amount of not less than one (1) million dollars for Lions Daze. The insurance shall name the Village as an additional insured. The Lions shall provide the Village with written verification of such insurance coverage, in a form that is subject to the approval of the Village Attorney at least thirty (30) days prior to the event.
- D. No equipment, exhibits or refreshment stands shall be moved into the park prior to the approved rental dates or remain after the approved rental dates. Exceptions may be agreed upon in writing. The Village shall review the park two (2) days after the closing of Lions Daze to assure that it has not been damaged beyond repair, satisfactorily cleaned and all debris removed.
- E. The Lions are hereby placed on notice that the Village police protection services for this area throughout Lion's Daze may be no more extensive than routine patrol by officers who are regularly on duty, and these officers also may have commitments

in other portions of the Village at particular times, such that they cannot be present on the site. The Lions must make other arrangements for such security as they may require, including hiring whatever additional police officers as are necessary and as required by the Village. Within thirty (30) days of the event, the Lions shall provide the Village with a detailed written report describing all of the following. All activities observed by the Lions or the Lions' security personnel that may involve a violation of state statutes of Village municipal ordinances, including identification of parties involved, of witnesses to the incidents, of the statutes or ordinances that may have been violated, and of any actions that were taken in regard to those matters. The report shall also include a list of the security personnel who were hired for the event and the hours and days when they were present.

- F. The Village shall make available water and electricity to Lions Daze. The Lions shall reimburse the Village for the cost of any water and electricity used and shall be paid in full within thirty (30) days of the Village invoicing the Lions for the same.
- G. The Lions shall be charged billing costs for the necessary chemical toilets and portable sinks required for sanitation purposes for Lion's Daze. The Lions shall inform the Village of the number of sanitation facilities, toilets, sinks, dumpsters, etc. and pay the Village not less than thirty (30) days prior to the event for the cost of providing those sanitation facilities. This requirement may be voided by the Village Administrator or its designee if the Lions Club provides information to the Village (not less than thirty (30) days prior to the event), that the Lions will provide adequate chemical toilets and portable sinks through their own private contract.
- H. The Village shall cause to have the park readied and the grass shall be mowed within one (1) week prior to the start of Lion's Daze.
- I. There shall not be burning of grass or other types of burning within the Village Park without the express written consent of the Village and the Fire Chief.
- J. Any and all damage resulting from Lion's Daze, including, but not limited to, refreshment stands, or any movement thereof, shall be the direct responsibility of the Lions, and said damage shall be repaired and/or paid for by the Lions to the satisfaction of the Village. The Lions are responsible for the cost of replanting the grass area that is disturbed by the tractor pull, this may be accomplished by paying the Village for the repairs, or performing the work themselves or by their contractor, but the standard of the repairs for grass establishment shall be as set forth by the Village.
- K. The Village reserves the right (but not the obligation) to govern and control in any event, Lion's Daze in its entirety for the safety of the public.



LS
landscape
structures

Village Park Pavillion

1187232-01-08-02 • 06.11.2025

gerber
leisure products

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Village Park Pavillion

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Village Park Pavillion

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Village Park Pavillion

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Village Park Pavillion

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Village Park Pavillion

1187232-01-08-07 • 06.11.2025





IT IS THE MANUFACTURERS OPINION AND INTENT THAT THE USE AND LAYOUT OF THESE COMPONENTS CONFORM WITH THE AMERICAN SOCIETY FOR TESTING AND MATERIALS (ASTM) STANDARD ASTM F1487

THIS PLAY AREA & PLAY EQUIPMENT IS DESIGNED FOR AGES 5-12 YEARS UNLESS OTHERWISE NOTED ON PLAN.

IT IS THE MANUFACTURERS OPINION THAT THIS PLAY AREA DOES CONFORM TO THE A.D.A. ACCESSIBILITY STANDARDS, ASSUMING AN ACCESSIBLE PROTECTIVE SURFACING IS PROVIDED, AS INDICATED, OR WITHIN THE ENTIRE USE ZONE.

THIS CONCEPTUAL PLAN WAS BASED ON INFORMATION AVAILABLE TO US. PRIOR TO CONSTRUCTION, DETAILED SITE INFORMATION INCLUDING SITE DIMENSIONS, TOPOGRAPHY, EXISTING UTILITIES, SOIL CONDITIONS, AND DRAINAGE SOLUTIONS SHOULD BE OBTAINED, EVALUATED, & UTILIZED IN THE FINAL DESIGN. PLEASE VERIFY ALL DIMENSIONS OF PLAY AREA, SIZE, ORIENTATION, AND LOCATION OF ALL EXISTING UTILITIES, EQUIPMENT, AND SITE FURNISHINGS PRIOR TO ORDERING. SLIDES SHOULD NOT FACE THE HOT AFTERNOON SUN.

CHOOSE A PROTECTIVE SURFACING MATERIAL THAT HAS A CRITICAL HEIGHT VALUE TO MEET THE MAXIMUM FALL HEIGHT FOR THE EQUIPMENT (REF. ASTM F1487 STANDARD CONSUMER SAFETY PERFORMANCE SPECIFICATION FOR PLAYGROUND EQUIPMENT FOR PUBLIC USE, SECTION 8 CURRENT REVISION). THE SUBSURFACE MUST BE WELL DRAINED. IF THE SOIL DOES NOT DRAIN NATURALLY IT MUST BE TILED OR SLOPED 1/8" TO 1/4" PER FOOT TO A STORM SEWER OR A "FRENCH DRAIN".

AREA OF ACCESSIBLE/PROTECTIVE SURFACING (POURED-IN-PLACE SUGGESTED)
2,310 Sq Ft

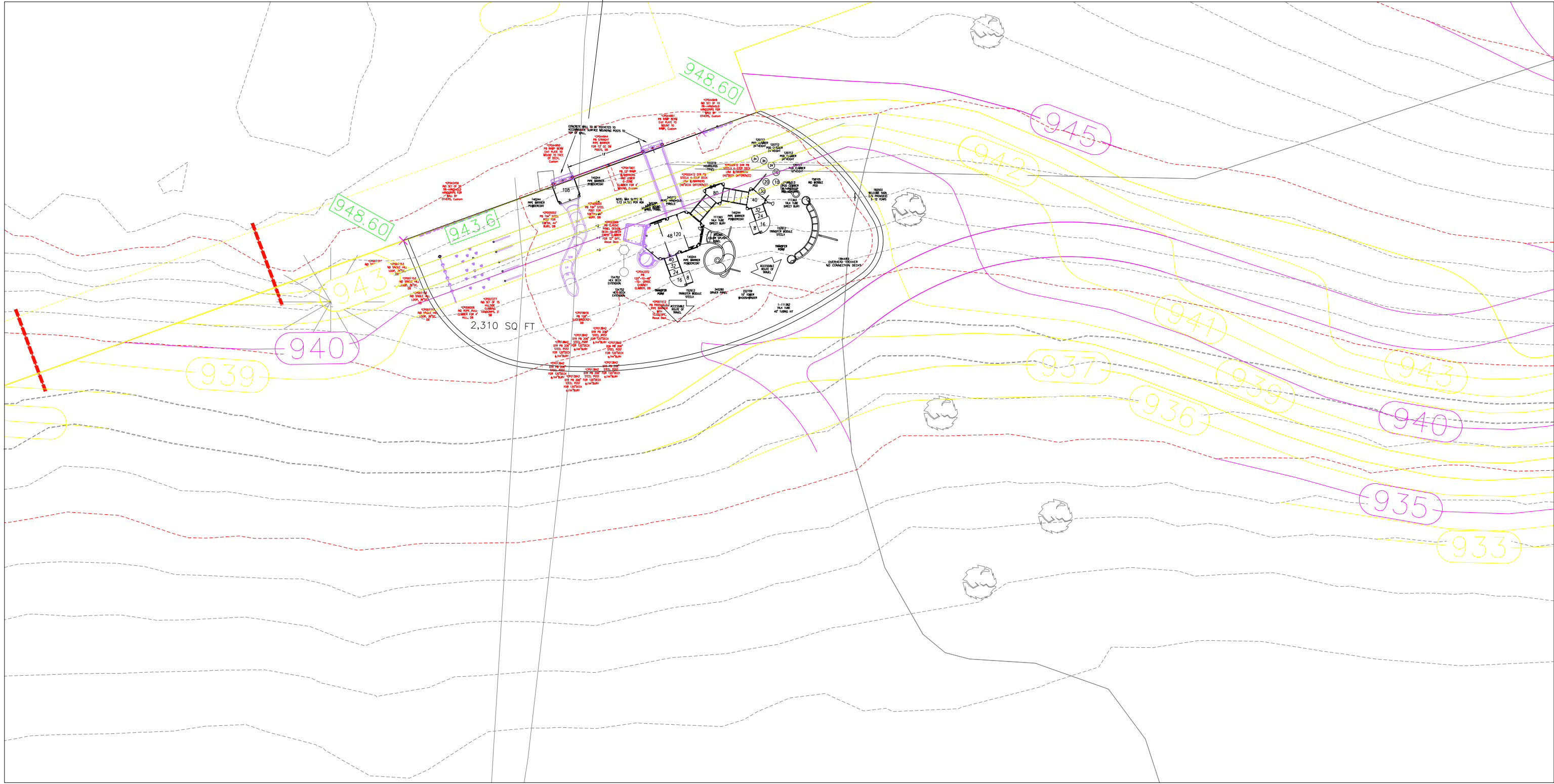
DESIGNED BY:

VAO

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LANDSCAPE STRUCTURES INC.
601 7th STREET SOUTH
DELANO, MINNESOTA 55328
PH: 888-438-6574
playlsi.com

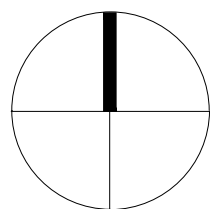
4/14/25	1187232-01-07	VAO
11/6/24	1187232-01-02	VAO
7/8/24	1187232-01-01	VAO
Date	Previous Drawing #	Initials

CONCRETE PROTECT DESIGN:
MUST BE VERIFIED BY ARCHITECT. THIS IS A REFERENCE ONLY.
- 4" DIA.
- 20" SURFACE MOUNT PLATES MAX
- ANCHORS WILL BE A MINIMUM OF 2"
- AWAY FROM THE FACE OF THE WALL.



TOTAL ELEVATED PLAY COMPONENTS	13		
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	5	REQUIRED	0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	11	REQUIRED	6
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	6	REQUIRED	4
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	6	REQUIRED	6

SCALE IN FEET
0' 10' 20' 40'



NORTH

Village Park Pavilion

Sussex, WI

Gerber Leisure
Products, Inc.
Meghan Barrett

SYSTEM TYPE:
PlayBooster

DRAWING #:
1187232-01-08





N64W23760 Main Street
Sussex, Wisconsin 53089
Phone (262) 246-5200
FAX (262) 246-5222
Email: info@sussexwi.gov
Website: www.villagesussex.org

MEMORANDUM

To: Parks & Recreation Board
From: Halie Dobbeck, Parks and Recreation Director
Re: Program Fee Analysis
Date: June 11, 2025

As requested by the Village and Park Board, staff have completed the biennial review of program and rental fees. This year's analysis included outreach to peer communities to gather comparable data on programming and pricing structures.

Sussex primarily relies on third-party vendors to offer programs that would otherwise be unavailable through in-house resources. This model is consistent with that of our peer communities. Because program fees are largely determined by vendor rates, direct comparisons across communities are not always applicable.

For the limited number of in-house programs we do offer, we believe current pricing is appropriate and in line with market rates for general enrichment programming.

With our 2026 budget, we will implement a few minor fee adjustments to ensure our programs, at a minimum, break even. These adjustments will be based on actual expenses to maintain financial sustainability.



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MEMORANDUM

To: Parks & Recreation Board
From: Halie Dobbeck, Parks and Recreation Director
Re: Facilities Fee Analysis
Date: June 11, 2025

The Village and Park Board requested that staff evaluate our fees for programs and rentals be evaluated every two years. That analysis was completed this year.

Staff communicated with all peer communities to determine comparable room and facility rental sizes and compiled that data below.

Of note, the actual rental rates may differ from the costs listed here because all grouped pricing structures were divided to get to a comparable hourly cost. When multiple rates were presented, staff chose to use the basic rates presented and not consider special municipality policy rates (for nonprofits, school district rates, etc.)

INDOOR FACILITIES FEE ANALYSIS

Community	Room Name	Room Cost
Sussex	Community Room/Board Room	\$40/hr R \$50/hr NR
Oconomowoc	Assembly Room A&B	\$105/hr (weekdays) \$243/hr (weekends)
Delafield	Fish Hatchery Building	\$75/hr (weekends only, up to 8 hrs per day)

Community	Room Name	Room Cost
Sussex	Multipurpose Room	\$80/hr R \$100/hr NR
Germantown	Indoor Pavilion at Fireman's Park	\$70/hr R \$80/hr NR
Hartford	Full Gymnasium	\$70/hr R \$140/hr NR
Hartland	Hetznecker Hall	\$10/hr (only for non-profit groups)
Oconomowoc	Upper Hall w/Bar and Kitchen	\$150/hr (weekdays) \$381/hr (weekends)

Community	Room Name	Room Cost
Sussex	Maple Room & Kitchen (The Grove)	\$45/hr R \$57/hr NR
Hartford	Community Room A&B with Kitchen	\$35/hr R \$50/hr NR
Oconomowoc	Assembly Room C	\$55/hr (weekdays) \$122/hr (weekends)
Grafton	Lime Kiln Park – Robert P. Zaun Pavilion	\$32/hr R \$41/hr NR
City of Pewaukee	Wagner Park Pavilion	\$55/hr R \$110/hr NR

Community	Room Name	Room Cost
Sussex	Oak Room (The Grove)	\$55/hr R \$69/hr NR
Germantown	Senior Center	\$60/hr R \$75/hr NR
Oconomowoc	Assembly Room B&C	\$110/hr (weekdays) \$275/hr (weekends)
Grafton	Veterans Memorial Park Pavilion	\$44/hr R \$57/hr NR
Hartford	Woodlawn/Centennial Feature Pavilion	\$19/hr R \$24/hr NR

Community	Room Name	Room Cost
Sussex	Craft Room	\$20/hr R \$25/hr NR
Hartford	Educational Room 206	\$15/hr R \$28/hr NR
Hartland	Meeting Room 1 (nonprofits only)	\$5/hr

Community	Room Name	Room Cost
Sussex	Madeline Train Depot	\$10/hr R \$12/hr NR (FLAT FEE)
Hartford	Willowbrook/Independence	\$11.25/hr R (weekdays) \$20/hr NR (weekdays) \$16/hr R (weekends) \$19/hr NR (weekends)
Oconomowoc	Community Room	\$40/hr R \$65/hr NR
City of Pewaukee	South Park Shelter	\$40/hr R \$80/hr R

Community	Room Name	Room Cost
Sussex	Concession Kitchen	\$55
Hartland	Concession Kitchen	\$40

Community	Room Name	Room Cost
Sussex	2nd Floor Meeting Room	Free
Oconomowoc	Meeting Room	\$25/hr R \$50/hr NR
Hartland	Meeting Room 3	\$0 first 2 hours \$10/hr every hour after

INDOOR FACILITY NOTES

The Civic Center Studio doesn't have comparable facilities because we do not allow food or drink in the Studio.

Based on the analysis of the above data, staff does not recommend any price adjustments from the existing fees. Staff does however recommend the remove of the 1st Floor Study Room from the rental roster as it is an important room for staff to have unabridged access to discuss concerns with residents and utilized for small internal meetings/interviews and preparations for elections and events. The library has 5 similar sized rooms that are available for usage during library hours at no cost. Additionally, staff recommends an adjustment to the rental of the 2nd floor meeting room. In 2020, we made that room free of charge and over 20 small businesses and users have used that space since that change. Staff does recommend an adjustment to this space being free to avoid the monopolizing of the space for inclusive public use. The recommendation is as follows: 0-2 hours is still at no cost, \$10.00/hour for every hour after during business hours (8am-4:30pm).

OUTDOOR FACILITIES FEE ANALYSIS

Community	Room Name	Room Cost
Sussex	Designated Open Space	\$25/day
Hartford	Designated Open Space	\$15/day R \$20/day NR

Community	Room Name	Room Cost
Sussex	Early Days Shelter	\$55/day R \$69/day NR
City of Pewaukee	Balmer Park Pavilion	\$125/day R \$250/day NR
Hartford	Willowbrook Shelter	\$40/day R \$50/day NR
Oconomowoc	Riverside Park Shelter	\$105/day R \$155/day NR
Lisbon	Community Park Hex Shelter	\$50/day R

		\$75/day NR
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Community	Room Name	Room Cost
Sussex	North Open Air Shelter	\$80/day R \$100/day NR
City of Pewaukee	Kiwanis Park Picnic Pavilion	\$155/day R \$310/day NR
Germantown	Haupt Strasse Park Shelter	\$75/day R \$115/day NR
Hartford	Woodlawn West or East	\$100/day R \$125/day NR
Grafton	Grafton Lions Park	\$100/day R \$175/day NR
Lisbon	Community Park Down Under Shelter	\$75/day R \$100/day NR

Community	Room Name	Room Cost
Sussex	Armory Park Open Air Shelter with Concession Stand	\$80/day R \$100/day NR
Hartland	Centennial Shelter	\$85/day R \$140/day NR
Lisbon	Lisbon Oaks Park Shelter	\$50/day R \$75/day NR

OUTDOOR FACILITY NOTES

There were no comparable shelters for the Amory Park Overhang that is currently on our rental roster. This is not a space that is often used so staff recommends no change to this pricing.

Based on the analysis of the above data, staff does not recommend any price adjustments from the existing fees.

OUTDOOR SPORT FACILITIES

Community	Room Name	Room Cost
Sussex	Pickleball Court Rental (Tournaments Only)	N/A
Pewaukee	Pickleball Courts (Tournaments Only)	\$25/hour/court R \$35/hour/court NR Must have Park Board Approval.
Waukesha	Pickleball Courts	\$10/hour/court R (2 hr. min.) \$32 surcharge for NR

		Must have Park Board Approval.
Oconomowoc	Pickleball Courts (Tournaments Only)	\$10/hour/court R \$15/hour/court NR Must have Park Board Approval.
Elm Grove	Pickleball Courts	\$7.50/hour/court R \$15/hour/court NR
Germantown	Pickleball Courts	Does not rent.

Recent fee rate changes were completed for ball fields and soccer fields so their analysis was not included in this year's study.

Staff recommends the allowance of pickleball court rentals for tournaments only at a rate of \$15/hour/court for Residents and \$19/hour/court for Non-Residents.

DEPOSITS

Community	Deposit	Notes
Sussex	\$150	Refundable
Germantown	\$250	Refundable
Hartford	\$30	Refundable
Hartland	\$75	Refundable +\$100 Structure Deposit Fee (Bounce House, etc.)
Oconomowoc	\$100	Refundable; 1 Room or <50 guests: \$100; 1+ Room and 50-150 guests: \$500; <150 guests: \$1,000
Delafield	\$350	Refundable +\$100 Key Deposit
City of Pewaukee	\$0	
Elm Grove	\$0	
Grafton	\$100	Refundable, Newest Facility is \$200
Lisbon	\$100	Refundable, +\$100 Liquor Deposit

Upon analysis of the deposit data, staff does not recommend a change in our existing \$150 refundable deposit.

THE RIDGE AT VILLAGE PARK

Due to the uniqueness of our upcoming facility, The Ridge at Village Park, staff is still compiling data and comparable options and will bring forth fee recommendations at a future meeting.

STAFF RECOMMENDS that the following changes be made to our rental schedule:

- Removal of 1st Floor Study

- Rate Change of 2nd Floor Meeting Room (0-2 Hours Free, \$10/Hour for each additional hour)

- Allowance of Pickleball Court rentals for tournaments only at a fee of \$15/hour/court for Residents and \$19/hour/court for Non-Residents with a requirement that the tournament must have Park Board approval.

- All other fees and deposits remain as they are currently publicized.



PARK-FACILITY RENTAL POLICY

RESERVATIONS

All organized groups shall reserve a field, court, [room](#), or shelter before utilizing any Village of Sussex facilities. An unorganized group is any group that is less than 10 people. All other groups are considered organized. To guarantee facility availability, unorganized groups must reserve the facility.

HOW TO RESERVE

Make your reservation online by clicking on the link on the Village of Sussex website at www.villagesussex.org. ~~Payment is due at time of reservation. to fill out the form and pay or complete the rental permit form and submit it with the required fees and deposits to the Parks and Recreation Department.~~ Reservations requiring Board approval (ie: events open to the public, events with overnight parking needs, rentals consisting of more than ~~two~~ [one](#) days per month, or rentals that will involve soliciting/selling or for fundraising) must submit the ~~reservation~~ [Special Event Permit form](#) with payment a minimum of 45 days in advance of the event [to the clerks department](#). All other reservations must be submitted at least 10 business days prior to the reservation date. The 10 business day requirement may be waived with approval from the Village Administrator or designee. Reservations are processed on a first-come, first-serve basis and/or with respect to the priority system that has been established. An authorized representative 18 years or older of the group who shall be personally responsible for the conduct of the participants and for damages must sign the contract. Reservation requests will be accepted up to one year prior to the event date. Requests for large reoccurring special events, with approval from the Park Board, or weddings may be submitted up to 2 years prior to the event date. All rental fees include Wisconsin sales tax (where applicable) [and are cash pricing](#).

RENTALS THAT NEED PARK BOARD APPROVAL

- Large events over 200 people
- Events open to the public
- Overnight camping/extended hours
- Fires or Fireworks
- Fee collection, soliciting/selling, or fundraising
- Rentals consisting of more than two days per month

These events are required to complete a special event permit and submit to the clerks department. All fees and deposits must be paid at the time of the reservation. Board approval is required during the first year of an event or when modifications are made to the original site plan or operational plan. Subsequent approvals are not necessary provided no issues have been identified by staff. Events requiring Board approval must submit the reservation form with payment a minimum of 45 days in advance of the event date.

LIMITS TO RESERVATION TIME

- All parks close at 9pm ~~with the exception of~~ [except for](#) Village Park and Armory Park which close at 11:00 p.m. Indoor facilities can be rented until 12:00am. ~~Extended hours can be requested. Approval of the Board is required.~~ [Requests for extended hours are subject to Board approval.](#)
- Programs and facility needs of the Village of Sussex, Village Board/Committees, and Pauline Haass Library/Committees take precedence over private reservations. In the event a Village need conflicts with



an already approved reservation, an alternate will be provided. If that alternative does not meet the expectations of the renter, a full refund will be given.

-The Village does not guarantee privacy to any group.

-Reservations may be limited on [Memorial Day, July 4, Good Friday, Easter Sunday, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve Day or New Year's Day holidays and select weekends.](#)

-Reservations are ~~made~~ for a ~~designated specific~~ time frame ~~and must include all-~~ ~~s~~Set-up and clean-up ~~times must be included in the scheduled time activities.~~ No equipment, supplies, or materials shall be placed at the facility prior to or after the scheduled rental time.

-To keep ~~park~~ facilities accessible, renters may reserve ~~park~~ facilities for a limit of two times a month unless otherwise allowed through contract.

LIMITS ON USE OF FACILITIES

Alcoholic beverages may be served by permit only. Permits are applied for and granted through the Village of Sussex [Clerks/Administrative Services](#) Department. The sale of alcohol requires Village Board approval.

-Smoking is prohibited inside all Village public buildings. Violations of these prohibitions may be punishable by law. All smoking refuse must be disposed of safely & properly into the appropriate trash containers, as to not litter.

-There will be no parking on the grass; or vehicles driven on the grass, unless otherwise agreed upon & written into the permit.

-Groups of young people under 18 are required to have the contract signed by a sponsoring adult who must be present during the entire duration of the rental. Additional security may be required and would be a cost incurred by the renter.

-The Village is not responsible for private equipment or material used in a ~~Village of Sussex park~~ facility.

-All pets must be leashed and under control of its owner at all times. Clean up after your pet, deposit waste into the appropriate trash receptacles.

~~Charcoal must be properly disposed of in the labeled containers at Sussex Village Park.~~

-Facility decorations may exist & must not be removed. Individuals who wish to decorate ~~may do so as long as the facility is returned to its original condition~~ [must use free standing decorations.](#) Failure to [return the facility to its original condition](#) ~~do so~~ will result in loss of the deposit.

-No person, except a sheriff, police officer or their deputies, or a member of the Military in the line of duty shall enter or remain in any part of a building owned, occupied or controlled by the Village of Sussex while carrying a firearm or any weapon. Violations of these prohibitions may be punishable by law.

-All activities must follow [Chapter 6 of the Village Codes.](#)

-All announcements, press releases, flyers, etc. related to groups using a Village of Sussex facility must include the following statement: THIS MEETING (PROGRAM/EVENT) IS NOT SPONSORED OR ENDORSED BY THE VILLAGE OF SUSSEX.

YOUTH ORGANIZATIONS UTILIZING/RENTING PARK FACILITIES

Youth organizations within the Hamilton School District may use the Lion's Building at Village Park [or Madeline Park Train Depot \(Monday-Friday only\)](#) free of charge for weekly, biweekly, or monthly meetings with [Park Board staff](#) approval. All other park and recreation buildings will require the appropriate fee if rented. To be considered a youth organization, groups must consist of school-aged children (examples: Boy Scouts, Girl Scouts, 4-H Club). Also, the group must have an adult supervisor at



all meetings. All groups must [request dates for approval through the Clerks Department, fill out a Park/Facility Rental Request Form at the beginning of the calendar year \(January 2\).](#) Groups must pay a \$100 deposit at the time of the rental request. The deposits may be transferred to the next year upon request.

Groups/individuals may not use the building for personal use without reserving it and paying the appropriate fees. If a group is found using the building without notifying the Parks and Recreation Department, they will lose their privileges to use the building. Youth organizations using the Lion's Building [or Madeline Park Train Depot](#) for regular meetings are asked to give back to the community by setting aside two days per year to help clean up the parks in the Village of Sussex. This time should be scheduled with the Parks and Recreation Department at 262-246-5200.

EDUCATIONAL RENTALS

Fees for use of Village Facilities may be waived if the event is sponsored directly by a class that is within a public, private or homeschool group within the Village of Sussex and that the event is directly correlated with the curriculum that is being offered at the school, Monday-Friday 9am-4pm to Kindergarten-12th grade students.

SET-UP & TAKE-DOWN/CLEAN-UP

The responsibility for set-up, take-down and clean-up is assumed by the [group renter listed on the reservation using the facility](#); failure to do so will result in loss of deposit as outlined in our Deposit Refund Policy. The [renter person responsible](#) must see that the procedures listed for cleaning are carried out, including but not limited to the following:

- ~~Assume responsibility for the contents and security of the building or facility. Opening and closing the building securely will avoid loss of deposit to the user for damage from vandalism.~~
- Leave the park and facility in the condition it was found. Renters must bag and remove all garbage depositing the trash or recyclables into the appropriate dumpster provided at [or near](#) each location.
- ~~Complete the facility checklist for cleanliness that was provided at time of reservation. Sweep the floor of the facility, wiping tables and surfaces after use, and be sure to clean/mop/vacuum any stains, spills or debris. Restroom supplies/janitorial supplies available for use (Lion's Building only) Located in the last stall of the ladies room- slide lock just over the left side of the door are paper towels, broom, mop, trash bags, etc.).~~

FEES & DEPOSITS

All fees and deposits must be paid at the time of the reservation. Fees are subject to change. The deposits will be [cashed-processed](#) at the time of the reservation and any refundable deposit will be returned [within 30 days](#) after the event. Additional fees may be invoiced at the discretion of the Village, and will depend on the type, size, and duration of the event.

KEY & DEPOSIT REFUND POLICY

Providing no damage to turf or vandalism to property occurs, as well as general cleanliness of reserved area is maintained, any refundable portion of the deposit will be returned to the remitter within 30 days after the event. If the rental requires a facility key there is a \$25 refundable key deposit incorporated into the stated deposit amount. The key must be picked up & returned to the Sussex Civic Center Monday-Friday, 8:00 a.m.-~~54:300~~ p.m. or the next business day via 24-hour drop box [in the north vestibule](#). Failure of the responsible party to pick up the key and village staff is contacted to issue a key,



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will result in a \$50 fee ~~will be assessed and that will be withheld~~ from the deposit. A minimum of \$50 will be assessed for the failure to empty the trash ~~and~~ recycling receptacles after the event and placed in the correct dumpster. If the building is not left in the original condition, a cleaning fee will be assessed at \$40/hr (2 hour minimum) for events held during a weekday between 7am-3:30pm or \$60/hr (2 hour minimum) for events held on weeknights after 3:30pm or anytime on weekends. If the deposit does not cover the costs associated with damage or clean-up to the facility, the responsible party will be invoiced for the remaining fees.

CANCELLATION POLICY

Cancellations must be submitted in writing at least 30 days before the scheduled event to be eligible for a refund, less a \$25 administrative fee. Cancellations made less than 30 days before the event will result in forfeiture of the full deposit. Cancellations will be issued ONLY if the department is notified in writing 30 days or more prior to the scheduled date. Failure to cancel a reservation at least thirty (30) days in advance will result in forfeiture of the entire deposit. If an event is cancelled prior to thirty (30) days before the event date, the group will forfeit a \$25 administrative fee which will be taken from the deposit. If the event has been cancelled due to adverse weather conditions (open air pavilions only) or rain out, the Recreation Village Department must be contacted within twenty-four (24) hours to inform staff of the cancellation. When possible, the cancelled reservation may be rescheduled for an alternate date at no additional cost. If possible arrangements can be made for another date. Rain cancellations can be rescheduled at no cost. All Village activities (i.e. youth sports, special events) supersede any outside reservation. All reservations are subject to review.

RETURNED CHECKS

Checks returned due to insufficient funds will incur a \$30 service fee per occurrence. Reservations will be canceled and removed from the calendar until the outstanding balance and associated fees are fully paid. Checks written and returned as not payable will be charged \$30 for each returned submission. Reservations will be removed from calendar until the issuer makes good on the amount of the non-payable submission and pays the accrued service charges in full.

TAX EXEMPT

If your group is tax-exempt, a WI Sales and Use Tax Exemption Certificate must be appropriately completed, signed and submitted with the prior to the reservation request. Copies of these certificates are available upon request. Groups with tax-exempt status are eligible to rent at the resident rate.

FACILITY PROBLEMS

Prior to the event, contact the Sussex Civic Center at 262-246-5200 Monday-Friday 8:00am-4:30pm. If there is a problem on the day of your event, and it is outside of business hours, contact the Parks & Buildings, please call the Village's on-call employee IMMEDIATELY at 414-587-1965. If you fail to contact the Sussex Civic Center or the on-call employee, and a facility problem exists after your rental, you may be held responsible and a deduction may be taken from your deposit and/or invoiced for the expenses.



Village of Sussex Parks & Recreation
 N64W23760 Main Street
 Sussex, WI 53089
 262-246-5200
 info@villagesussex.org
 www.villagesussex.org

Registration/Payment Receipt 86110801

05/02/2025 09:00 PM

Account Information

Stephanie Wagner
 N71W27144 Hansen Drive
 Lisbon, WI 53089
 414-378-2997

Payment

Credit/Debit \$315.39
 MASTERCARD ending in 4066
 Merchant Code
 dd9fac27-eb57-4aef-9d82-1e062cb104cd

Item	Amount Paid
Civic Center Community Room Sep 23, 2025 9:30 AM-12:30 PM - Hourly Rate - Non Resident: \$50/Hour	\$150.00
Deposit	\$150.00
Subtotal	\$300.00
Convenience Fee	\$7.89
Sales (5%)	\$7.50
Total Payment	\$315.39

Prompt(s)

I understand that my selected rental times need to include all necessary set up and clean up time. Access to the facility will only be granted for hours rented. **Agreed**

Will you be bringing alcohol to your rental? NOTE: Facility applicant must be over the age of 21. (Stephanie Wagner) **No**

Do you need tables/chairs set up or taken down by Village of Sussex staff? There will be an additional \$150.00 fee for this service. If you don't request Set Up/Take Down your requested tables and chairs will be in the room upon your arrival ready for you to set up yourself. (Stephanie Wagner) **No**

Will you be selling alcoholic beverages? Village Clerk's office MUST be contacted (262-246-5200) to obtain rules & regulations regarding sales, service and permit applications no later than thirty (30) days prior to the rental. (Stephanie Wagner) **No**

Please provide a name/short description of your event (i.e. Baby Shower, Homeowners Meeting, Family Gathering) (Stephanie Wagner) **Educational Medicare Seminar**

Is your event open to the public? If your answer is yes, you will need to complete the Public Special Events application and have your event approved by the Park Board and Village Board. Contact us at 262-246-5200 or info@sussexwi.gov. (Stephanie Wagner) **Yes**

Will there be a fee charged to attend your event? If your answer is yes, you will need to complete the Public Special Events application and have your event approved by the Park Board and Village Board. Contact us at 262-246-5200 or info@sussexwi.gov. (Stephanie Wagner) **No**

Will there be more than 200 attending your event? If your answer is yes, you will need to complete the Public Special Events application and have your event approved by the Park Board and Village Board. Contact us at 262-246-5200 or info@sussexwi.gov.

(Stephanie Wagner) No

How many people will attend your rental? 40

How many chairs would you like available to you when you arrive? 50

How many tables would you like available to you when you arrive? Choices include 5 foot rounds (max 10 for board & community room) and 6 foot banquet tables (max 12 for board & community room). Please indicate number of each. (8) 6 foot banquet tables

Facility Notes

Civic Center Community Room

Responsible Party: If problems are evident upon your arrival or occur during your event you MUST contact the Village's on-call employee immediately at 414-587-1965 to discuss and resolve the problem.

If you have any questions about your receipt, please call or email the Village of Sussex at 262-246-5200 or info@villagesussex.org.

Our regular business hours are Monday through Friday, 8 a.m. to 4:30 p.m.

Village of Sussex Tax ID: 39-6006385



Village of Sussex Parks & Recreation
 N64W23760 Main Street
 Sussex, WI 53089
 262-246-5200
 info@villagesussex.org
 www.villagesussex.org

Registration/Payment Receipt 86378828

05/08/2025 03:05 PM

Account Information

Stephanie Wagner
 N71W27144 Hansen Drive
 Lisbon, WI 53089
 414-378-2997

Payment

Credit/Debit \$161.64
 MASTERCARD 4066
 Merchant Code
 a67d994c-8c50-4a29-8719-8b6d912e1b42

Received By

Julie Zuehlke at Civic Center

Item	Amount Paid
Civic Center Community Room Sep 23, 2025 4:30 PM-7:30 PM - Hourly Rate - Non Resident: \$50/Hour	\$150.00
Subtotal	\$150.00
Convenience Fee	\$4.14
Sales (5%)	\$7.50
Total Payment	\$161.64

Prompt(s)

I understand that my selected rental times need to include all necessary set up and clean up time. Access to the facility will only be granted for hours rented. Agreed

Will you be bringing alcohol to your rental? NOTE: Facility applicant must be over the age of 21.
 (Stephanie Wagner) No

Do you need tables/chairs set up or taken down by Village of Sussex staff? There will be an additional \$150.00 fee for this service. If you don't request Set Up/Take Down your requested tables and chairs will be in the room upon your arrival ready for you to set up yourself. (Stephanie Wagner) No

Will you be selling alcoholic beverages? Village Clerk's office MUST be contacted (262-246-5200) to obtain rules & regulations regarding sales, service and permit applications no later than thirty (30) days prior to the rental. (Stephanie Wagner) No

Please provide a name/short description of your event (i.e. Baby Shower, Homeowners Meeting, Family Gathering) (Stephanie Wagner) Educational Medicare Seminar

Is your event open to the public? If your answer is yes, you will need to complete the Public Special Events application and have your event approved by the Park Board and Village Board. Contact us at 262-246-5200 or info@sussexwi.gov. (Stephanie Wagner) Yes

Will there be a fee charged to attend your event? If your answer is yes, you will need to complete the Public Special Events application and have your event approved by the Park Board and Village Board. Contact us at 262-246-5200 or info@sussexwi.gov. (Stephanie Wagner) No

Will there be more than 200 attending your event? If your answer is yes, you will need to complete the Public Special Events application and have your event approved by the Park Board and Village Board.

Contact us at 262-246-5200 or info@sussexwi.gov. (Stephanie Wagner) No

How many people will attend your rental? 40

How many chairs would you like available to you when you arrive? 50

How many tables would you like available to you when you arrive? Choices include 5 foot rounds (max 10 for board & community room) and 6 foot banquet tables (max 12 for board & community room).

Please indicate number of each. 8 Banquet

Facility Notes

Civic Center Community Room

Responsible Party: *If problems are evident upon your arrival or occur during your event you **MUST** contact the Village's on-call employee immediately at 414-587-1965 to discuss and resolve the problem.*

If you have any questions about your receipt, please call or email the Village of Sussex at 262-246-5200 or info@villagesussex.org.

Our regular business hours are Monday through Friday, 8 a.m. to 4:30 p.m.

Village of Sussex Tax ID: 39-6006385

VILLAGE
OF

Sussex

Application for a Special Event

Sussex Parks & Recreation Department

N64 W23760 Main Street - Sussex, WI 53089

Phone: 262-246-5200 Fax: 262-246-5222

Email: info@villagesussex.org

A Special Event is defined as an event with more than 200 people. Reservations must be made 45 days in advance and are subject to an approval process. Special Events Rentals are required to complete the appropriate rental application as well.

Special Event Permit Fee - Non-refundable \$25.00

ORGANIZATION INFORMATION - Answer all questions completely

Name of Organization: WisCare Insurance Agency LLC

Address: N71W27144 Hansen Drive City, State, Zip: Lisbon, WI 53089

Website: www.wiscareins.com Tax Exempt Number (attach proof): _____

CONTACT INFORMATION

Event Contact Person: Stephanie Wagner Email: steph@wiscareins.com

Day Phone: (262)366-3230 Evening Phone: _____ Cell Phone: (262)366-3230

Alternate Contact: _____ Email: _____

Day Phone: _____ Evening Phone: _____ Cell Phone: _____

EVENT INFORMATION - Answer all questions completely

Name of Event: Educational Medicare Seminar

Date(s) of Event: Tuesday, September 23rd, 2025

Date(s) of Rental (including set-up/take-down): Tues., September 23rd, 2025

Event Hours: (include both your set-up time and clean up time) 9:30 AM-12:30 PM

Estimated Parking Needs: 30 - 50 Estimated Attendance: 30 - 50

Location of Event: ☐ Village Park ☐ Armory Park ☒ Civic Center

What contact information can be given out for more information? _____

Check the following applicable components
of your event:

☐ Baseball/Softball Tournament

☐ Fundraiser

☐ Sell concessions/Sales of Any Kind

☐ Food Trucks

☐ Fireworks Display

☐ Overnight Camping

☐ Attracts more than 200 people

☐ Amusement Rides, Inflatables

☐ Tractor Show/Pull

☐ Parade or Run/Walk event

Please describe the purpose of your event, list any additional activities at your event or special requests:

To educate adults aged 64 and older in Sussex and surrounding communities about Medicare and the Medicare Annual Enrollment Period.

EVENT DETAILS	NO	YES	ACTION TO BE TAKEN	FEE
Was a Special Event Permit ever previously approved or denied for this event?	X			
Will there be outdoor amplified sound?	X		See Chapter 9 in Village of Sussex Municipal Code regarding noise regulations.	
Will alcohol be consumed?	X		\$15 Beer/Beverage Permit Fee per day	
Will alcohol be sold? (This includes any charges made for alcohol directly or indirectly for alcohol)			\$10 Temporary Alcohol License, \$10 Operator License for each individual serving alcohol and actual cost for each background check	
Are you requesting any Village street(s) to be closed to traffic?	X		Prepare traffic control plan in conformance with Waukesha County Sheriffs Department and provide to the Village of Sussex.	
Will items or services be sold or given away at the event?			A State Sellers/Raffle permit may be required.	
Does this event involve a plan for tents, stages, inflatable bounce houses or temporary structures?	X		Must contact Diggers Hotline & Village of Sussex DPW to have the area marked. Any fees will be the responsibility of the renter. Show on site plan.	
Does your event include food concession, preparation areas, and/or do you intend to cook food in the event area? If so, will there be open flame cooking in booths, food trucks, or trailers?	X		The food vendors may need to be licensed through the state. Any food vendors that need to be licensed through the State need to provide the license to the Village of Sussex.	
Will you be using electricity?		X	Use of electricity may be metered and charged after the event is complete.	
Will there be a need for additional refuse or recycling containers?	X		Indicate on your site plan your anticipated refuse and recycling needs. An additional fee may apply.	
Do you plan to provide additional portable toilets at your event based on expected attendance?	X		Ratio 1 to 100 or 1 to 50 for Alcohol Focused Events required. If not, Village of Sussex staff will determine needs for additional restrooms and bill you accordingly. For any special event, port-o-johns will be assessed a special cleaning fee for each day of the event if using Village port-o-johns.	
Does this event involve banners/signage?	X		\$30 Temporary Sign Permit is required.	
Have you provided a plan that includes information about security and emergency services on your site plan?			Show on site plan. Consultation with the Fire and Sheriff's Dept. may be needed.	
Will you be having any kind of animals, performances, or amusement rides?	X		Must provide a certificate of insurance listing Village of Sussex as additional insured.	
Have you determined your parking plan?		X	Show on site plan.	
Are you requesting the use of traffic safety equipment, signs or barricades?	X		On your site plan, please provide details of number and event location of requested traffic safety equipment. No additional fee will be assessed.	
Does your event have a fireworks display?	X		A permit is required from the Fire Dept and a copy must be supplied to the Village of Sussex.	
TOTAL OF FEES				\$0



Sussex Parks & Recreation Department

N64 W23760 Main Street - Sussex, WI 53089

Phone: 262-246-5200 Fax: 262-246-5222

Email: info@villagesussex.org

Community Special Event Packet

A **SPECIAL EVENT** is defined as any event that will meet at least one of these stipulations:

- 200 or more people in attendance
- Open to the public
- Sales of any kind (ticket for entry, concessions, alcoholic beverages, etc.)
- Special events include but are not limited to Run/Walk Events, Fundraisers, Car/Tractor Shows, and Tournaments

Special Event Application Process:

1. Create an Organizational Civic Rec account at villagesussex.org/services/recreation/programs/register online.
2. Fill out the attached Application for a Special Event.
3. Submit a nonprofit form (if applicable). Nonprofits receive resident fee discount.
4. The application will need two approvals: Park & Rec Board (3rd Tuesday of the month at 6:30 pm in the Civic Center Community Room) and Village Board (4th Tuesday of the month at 6:00 pm in the Civic Center Board Room). Board approval is required for the first year of the event or if there are substantial changes to your reoccurring event. **It is highly recommended that you attend these meetings.**
5. After your rental application has been approved and processed you will receive an invoice. Fees and deposit must be paid within 30 days of invoice.
6. Provide proof of Event Liability Insurance. The liability insurance must be written by an insurance company licensed to do business in the state of Wisconsin. It shall contain the endorsement for contractual liability to support the indemnity and hold harmless provision of the policy, covering death, personal injury and property damage in the amount of one million dollars while naming the Village of Sussex as an additional insured.



Application for a Special Event

Sussex Parks & Recreation Department

N64 W23760 Main Street - Sussex, WI 53089

Phone: 262-246-5200 Fax: 262-246-5222

Email: info@villagesussex.org

EVENT INFORMATION - Answer all questions completely

Organization Point of Contact: Marko Grgic
Name of Event: Pickleball Tournament
Date(s) of Rental: 7/26/25 or 7/27/25
Rental Hours (including set-up/take-down): 8:30 AM - 2:30 PM
Estimated Parking Needs: approx. 30 cars Estimated Attendance: approx. 48 players
Location of Event: Village Park Armory Park Civic Center Melinda Weaver

Check the following applicable components
of your event:

 Fundraiser
 Sell concessions/Sales of Any Kind
 Food Trucks
 Fireworks Display

 Overnight Camping
 Attracts more than 200 people
 Amusement Rides, Inflatables
 Tractor Show/Pull
 Parade or Run/Walk event
X Other (explain)

Please describe the purpose of your event, list any additional activities at your event or special requests:

A free and fun pickleball tournament open to the public, put on by The Picklr Menomonee Falls.

RENTAL FEES:

Check, cash and credit card are accepted (checks payable to: Village of Sussex). A convenience fee will be added to transactions paid with a credit/debit card. After your rental application has been processed and approved an invoice will be created. Fees and deposit must be paid within 30 days of invoice.

(R) - Resident, (NR) - Non-Resident. A resident is classified by the municipality to whom you pay your taxes.

\$150.00 REFUNDABLE DEPOSIT REQUIRED WITH ALL RENTALS.

RENTABLE SPACES:

Park Open Air Shelters

(Capacity determined by # of picnic tables at each shelter.

Picnic tables will not be relocated)

- _____ \$155R/ \$184NR Village Park Lions Open Air Shelter (Cap. 240)
- _____ \$55R/ \$69NR Village Park Early Days Open Air Shelter (Cap. 40)
- _____ \$80R/ \$100NR Village Park North Open Air Shelter (Cap. 60)
- _____ \$45R/ \$57NR Village Park Concession Stand Shelter (Cap. 30)
- _____ \$40R/ \$50NR Armory Park Open Air Shelter (Cap. 24)

Enclosed Park Facilities

- _____ \$100R/ \$125NR Village Park Lion's Building (Cap. 40)
- _____ \$75R/ \$94NR Armory Concession Stand w/ shelter Cap. 40)
- _____ \$75R/ 94NR Madeline Park Train Depot (Cap. 25)

The Grove: Oak Room

(Capacity 150) (2 hour minimum)

(Seated at Tables 104)

- _____ \$55/ hour (R)
- _____ \$69/ hour (NR)

The Grove: Maple Room & Kitchen

(Capacity 75) (2 hour minimum)

(Seated at Tables 48)

- _____ \$45/ hour (R)
- _____ \$57/ hour (NR)

Green Space (Approval Needed)

- _____ \$25R/ \$32NR (Village Park Designated Green Space)
- _____ \$25R/ \$32NR Circlemasters Green Space

Disc Golf

- _____ \$100R/ \$125NR Closure for special event
- _____ \$25R/ \$32NR League (3 hour period per day)

Baseball/Softball Diamonds (3 hour period/field)

- _____ \$30 Village Park #1 South
- _____ \$30 Village Park #2 Central
- _____ \$30 Village Park #3 North
- _____ \$30 Village Park Lighted Diamond
- _____ \$10 Lights for Lighted Diamond (fee/day)
- _____ \$30 Hardball Diamond
- _____ \$30 Armory Park #1
- _____ \$30 Armory Park #2
- _____ \$30 Armory Park #3
- _____ \$30 Armory Park #4 (T-ball/Little League)
- _____ \$20 Field Prep Per Diamond
- _____ \$200 Tournament Fee per field

Tennis Courts (3 hour period/court)

- X** _____ \$10R/ \$13NR Melinda Weaver #1
- X** _____ \$10R/ \$13NR Melinda Weaver #2

Volleyball Courts (fee per court)

- _____ \$10R/ \$13NR Village Park #1
- _____ \$10R/ \$13NR Village Park #2

Soccer Fields (3 hour period per rental)

- _____ \$30 Armory #1-6 _____ \$5 Armory #7

Sussex Civic Center (2 Hour Minimum)

Board Room - Dimensions 49'x 37'

Capacity 125/ Seated 80

- _____ \$40/ hour (R)
- _____ \$50/ hour (NR)

Board Room w/ Patio - Dimensions 99' x 46'

Patio Capacity 190/ Seated 48

- _____ \$75/ hour (R)
- _____ \$94/ hour (NR)

Community Room—Dimensions 64' x 29'

Capacity 125/ Seated 80

- _____ \$40/ hour (R)
- _____ \$50/ hour (NR)

Craft Room (Capacity 20)

- _____ \$20/ hour (R)
- _____ \$25/ hour (NR)

Multipurpose Room - Dimensions 50' x 90'

Capacity 225/ Seated 192

- _____ \$80/ hour (R)
- _____ \$100/ hour (NR)
- _____ \$55 kitchen flat fee

Studio (Capacity 40)

No food/beverages allowed

- _____ \$20/ hour (R)
- _____ \$25/ hour (NR)

EVENT DETAILS	NO	YES	ACTION TO BE TAKEN	FEE
Will there be outdoor amplified sound?	X		See Chapter 9 in Village of Sussex Municipal Code regarding noise regulations.	
Will alcohol be consumed?	X		\$15 Beer/Beverage Permit Fee per day	
OR				
Will alcohol be sold? (This includes any charges made for alcohol directly or indirectly for alcohol)	X		\$10 Temporary Alcohol License, \$10 Operator License for each individual serving alcohol and actual cost for each background check. The Village Clerk's office MUST be contacted (262-246-5200) to obtain rules & regulations regarding sales, service and permit applications no later than thirty (30) days prior to the rental.	
Are you requesting any Village street(s) to be closed to traffic?	X		Prepare traffic control plan in conformance with Waukesha County Sheriffs Department and provide to the Village of Sussex.	
Does this event involve a plan for tents, stages, inflatable bounce houses or temporary structures?	X		Must contact Diggers Hotline at least 14 days in advance to have the area marked. Any fees will be the responsibility of the renter.	
Will you be using electricity?	X		Use of electricity may be metered and charged after the event is complete.	
Will there be a need for additional refuse or recycling containers?	X		Provide your anticipated refuse and recycling needs. An additional fee may apply.	
Do you plan to provide additional portable toilets at your event based on expected attendance?	X		Ratio 1 to 100 or 1 to 50 for Alcohol Focused Events required. If not, Village of Sussex staff will determine needs for additional restrooms and bill you accordingly. For any special event, port-o-johns will be assessed a special cleaning fee for each day of the event if using Village port-o-johns.	
Have you provided a plan that includes information about security and emergency services on your site plan?	X		Consultation with the Fire and Sheriff's Dept. may be needed.	
Will you be having any kind of animals, performances, or amusement rides?	X		Must provide a certificate of insurance listing Village of Sussex as additional insured.	
Have you determined your parking plan?	X		Please provide details.	
Are you requesting the use of traffic safety equipment, signs or barricades?	X		Please provide details of number and event location of requested traffic safety equipment. Additional fee may apply.	
Does your event have a fireworks display?	X		A permit is required from the Fire Dept and a copy must be given to the Village of Sussex.	

TOTAL OF FEES