



Shelter Rentals

NEW Zoo, Adventure Park and Reforestation Camp

The NEW Zoo and Adventure Park has two rental shelter buildings available for group functions. The Pines Shelter is located by the Lower Parking Lot across the street from the NEW Zoo entrance. A playground, baseball diamond, volleyball court, and fishing lake are also located next to the Picnic Shelter. The Lodge at the Camp is located by the Upper Parking Lot (adjacent to the new and exciting Adventure Course), with just a short walk down the path to the NEW Zoo entrance. The Lodge overlooks a beautiful wooded area, with windows all along the back side and doors opening out onto a patio area with tables and a grill for cook-outs. The Lodge also has kitchen facilities and a fireplace at either end of the hall. It is air conditioned during the summer. During the winter months, only a portion of the Lodge is available as a Meeting Room, while the rest of the building stays open as a warming area for cross country skiers and snowmobilers.

Ski Lodge (Please note the Lodge is located adjacent to the exciting Adventure Course)

Entire Lodge: \$350 plus tax

Seating Capacity: 160 (Maximum limit is 192)

Rental Dates Available: April 1 - November 30

Lodge Size:

90' X 30'

20 6-ft. round tables seating 8 people each

4 8-ft. banquet tables

Air conditioned

Sink

Electric range-top (no oven)

Microwave oven

Refrigerator with freezer

170 Chairs

Gas fireplaces on each end of the Lodge

Restrooms are accessed from the inside and outside of building

1 Large Grill just outside shelter building

Volleyball court nearby - shelter has a volleyball



Ski Lodge Meeting Room (Please note the Meeting Room is located adjacent to the exciting Adventure Course)

Half of the Lodge: \$140 plus tax

Seating Capacity: 68 (Maximum limit is 72)

Rental Dates Available: The Lodge has a dividing wall and during December 1 - March 31 a portion of the facility can be rented. The rest of the building is open to the public as a warming shelter during this time.

Room Size: 34' X 30'

8 6-ft. round tables seating 8 people each

Kitchen area with electric range-top and refrigerator with freezer

Microwave oven

Gas fireplace

Pines Shelter

(Across from Zoo, next to parking lot and playground/ball diamond)

Rental Fee: \$150 plus tax

Seating Capacity: 90 (Maximum limit is 120)

Rental Dates Available: April 1 - November 30

14 banquet tables

70 stackable chairs

1 Stove with oven

1 Microwave oven

1 Refrigerator with small freezer

1 Large grill just outside shelter building

Attached restrooms

Sinks in shelter and restrooms have cold/hot water

Electrical outlets inside and outside building

Cold water spigot outside on building

Building is heated

Volleyball court nearby - shelter has 2 volleyballs



Grounds Rentals Fees for additional tents

A grounds fee must be paid to enable you to put up a tent, chairs, etc. in any Brown County Park. Prior to the rental date, grounds renters must confirm the desired area with the Park Manager or Group Coordinator. You are allowed to erect one 12 x 12 tent or smaller with no grounds fee. Erecting a larger tent or more than one tent requires a grounds fee of \$175.00 plus tax

Rental Policies

Shelter reservations are taken on the first "working" day of the month for that entire month of the following year. For example, on June 1, 2018 reservations can be made for the entire month of June 2019.

Looking to rent just a Shelter:

-Reservations can be made by phone by calling (920) 448-6242 or coming to the Parks Office. The Parks Department Office is located within Barkhausen Waterfowl Preserve at 2024 Lakeview Drive, Suamico WI 54173 (follow signs to the Main Parks Office).

Payment and the following information is needed at that time:

Type of function (wedding, reunion, etc.)

Number of attendees

Arrival and departure time

Whether optional waste removal service is desired (see below)

Looking to rent a shelter and visit the Zoo or Adventure Course as well:

-Contact the NEW Zoo & Adventure Park at (920) 434-7841 or (920) 662-2402 or email info@newzoo.org with details of the event you would like to plan and one of our event organizers will get back to you soon.

Hours of Rental:

Standard rental is between the hours of 10:00 a.m. and 10:00 p.m. although they can be rented until 12:00 a.m. (midnight) for an additional fee of \$100.00/hour. Premises must be cleaned and vacated prior to 10:00 p.m. unless additional time has been added. Again, premises must be cleaned and vacated at the paid for time of departure. The option of having the shelter opened one hour earlier (9:00am) is also available for an additional fee of \$100.00. Shelters are not available on Christmas Eve, Christmas Day, New Years Eve and New Years Day. Shelters are available on Easter and Thanksgiving with additional fees.

Smoking, Glass Bottles, Tents, Alcoholic Beverages:

Smoking is prohibited inside all county park shelter houses. Candles may be allowed in glass containers with Park Manager approval.

Glass beverage bottles are prohibited in all county park areas and facilities.

Tents, canopies or any other type of overhead coverings are permitted with a grounds rental. The public is allowed to erect one 12 x 12 tent or smaller with no grounds fee. Erecting a larger tent or both of our 10 x 10 tents available for rent would require a grounds fee. Prior to the rental date, grounds renters must confirm the desired area with the Park Manager.

No alcoholic beverages shall be consumed in any park area by any person who has not attained legal drinking age. Alcoholic beverages are not permitted outside any shelter building between November 1st and the Saturday of Memorial Day weekend of each year.

Cancellations:

Dates may not be changed for reservations and all shelter payments are non-refundable

Catering:

Only listed "Approved Caterers" may provide catering services within the NEW Zoo, Adventure Park and the Reforestation Camp. For more detailed information, please see the approved catering list at the bottom of this form.

Decorations:

No ladders can be brought in to decorate. Confetti and balloons are not allowed. Decorating is only allowed on the day of the event unless you reserve the facility the day before. Shelters may be opened one hour earlier (9:00am) for an additional fee of \$100.00. Candles may be allowed in glass containers with Park Manager approval.

Music:

Live bands and DJ's are permitted with a shelter or grounds rental and subject to County Code of Ordinance 8.225 for noise.

Grounds Rental:

A Grounds Fee must be paid to enable you to put up a tent, chairs, etc. The public is allowed to erect one 12 x 12 tent or smaller with no grounds fee. Erecting a larger tent or both of our 10 x 10 tents available for rent would require a grounds fee. Prior to the rental date, grounds renters must confirm the desired area with the Park Manager.

Clean Up:

It is the responsibility of the lessee to maintain the facility in a safe and sanitary condition. Upon completion of the activity, all decorations, tables, floors, etc. shall be cleared. Where applicable, lights, doors, and windows shall be secured and fireplace screens and doors properly placed or closed. The lessee will be billed for all damages and cleaning costs, should the above requirements not be met.

Waste Removal Fees For Commercial Events:

Park users are responsible for removing ALL waste material generated by their activities from park and shelter areas. Trash containers are not provided in outside park areas. With regard to waste removal after a function, rental groups have the option to bring their own trash bags and remove all their waste from the park and/or shelter buildings themselves, or pay an additional fee for waste removal (fee includes waste and recycling receptacles, trash bags, and removal after function by park staff). Waste removal fees must be paid when reservation is made.

Waste Removal Fee Schedule:

1-75 people	\$26.25
76-200 people	\$52.50
201-300 people	\$105.00
301-400 people	\$210.00
401-500 people	\$315.00

For groups over 500 people, see Park Office staff for waste removal rates. Pursuant to Wisconsin's recycling law, groups having waste material removed by park staff will be responsible for separation of recyclable materials. Instructions are posted in park shelters. Failure to properly sort waste materials will result in additional fees being assessed.

Sales/Charging Admission Fees:

No person shall vend, sell, or offer for sale any food, beverage, or other commodity or article within any park to the public without authorization from the Assistant Park Director. Individuals or groups obtaining such authorization are responsible for obtaining all necessary permits/licenses for their function.

No admission fee, donation, contribution, or other charge shall be made, or permitted to be made or collected by the person and/or organization, for admission to the rented facility without authorization of Assistant Park Director.

Indemnification:

The County shall not be liable for any injuries, deaths or property damage from the use of the leased facility nor is the County responsible for any articles left, lost, or stolen.

Additional Notes:

All reservations are taken on a first-come, first-served basis and are non-refundable. Facilities are to be used for approved purposes only. Brown County reserves the right to inspect premises and facilities at all times to ensure proper usage.

Chairs and tables inside park shelters must stay inside. They are not to be used outdoors.

A grounds fee of \$175 must be paid to enable you to put up a tent, chairs, etc. Prior to the grounds renters must confirm the desired area with the Park Manager.

Shelter fees are double on Easter and Thanksgiving Day.

Maximum group size in Shelter is the maximum number of people allowed at each shelter. Groups exceeding capacity size in Ski Lodge Meeting Room must rent the full Ski Lodge.

Approved Catering

Caterers For Rentals Being Held At the NEW Zoo & Adventure Park Shelters

The Brown County Park Department is proud to work with several outstanding approved caterers. Each caterer brings something different and unique. These approved caterers have intimate knowledge and expertise of our facilities which will help make your event truly special. The approved caterers have met all necessary requirements and have the appropriate licenses, permits and insurance. Please directly contact the listed approved caterer of your choice to arrange all food and beverage services for your event. A complete list of caterers approved by the Brown County Park Department can be found below.

Catering is defined as a food service that meets at least one of the following:

The food/beverages being served is prepared and transported by a licensed restaurant, caterer or other food service provider.

The food/beverages requires setup and/or on-site service (such as chafers, sterno, pig roasters, beer trailers, banquet attendants, servers, etc.).

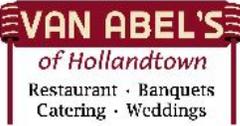
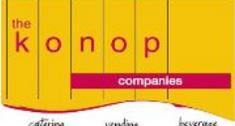
Catering does *not* include drop-off service from nearby restaurants (pizza, subs, etc.). Renters ordering and paying for delivery AND consuming the delivered food within one hour of the delivered time, would be considered as a drop-off service and not considered catering.

Catering also does *not* include casual food items like deli trays, ready-to-eat sandwich platters, bulk coffee, etc. purchased and picked up at a store or restaurant. These casual food items must be brought to the rental facility by the renter/renter's family and not by a food service provider. Also, these casual food items must not require on-site setup or service.

IMPORTANT: The Brown County Park Department requires the renter to notify the park office with their selected approved caterer 2 weeks prior to the event.

There is a 10% food catering commission fee agreed upon between the Parks Department and the approved caterers listed below. Caterers may choose to pass a portion or all of this fee onto customers.

Only The Below Listed "Approved Caterers" May Provide Catering Service

 <p>Biebel's Catering & Rental 1234 Bellevue Street, Green Bay WI (920) 468-6626 www.biebelscatering.com</p>	 <p>Renard's Country Elegance 1041 S Huron Road, Green Bay WI (920) 432-6116 www.renardscatering.com</p>
 <p>Chefusion 307 N Broadway, Green Bay WI (920) 432-2300 www.chefusion.com</p>	 <p>The Marq 3177 French Road, De Pere WI (920) 531-4811 www.the-marq.com</p>
 <p>Gerczak Liquor & Beverage Catering 1244 Velp Avenue, Green Bay WI (920) 497-7070</p>	 <p>Van Abels of Hollandtown 8108 County Road D, Kaukauna WI (920) 766-2291 www.vanabels.com</p>
 <p>Konop Food & Catering 1725 Industrial Drive, Green Bay WI (920) 468-8517 ext. 118 www.konopcompanies.com</p>	