



A department of MPS

Milwaukee Recreation
Outdoor Education
2414 W. Mitchell St.
Milwaukee, WI 53204
P: 414.647.6050
mkerec.net

PERMIT FOR USE OF HAWTHORN GLEN NATURE CENTER

You have been scheduled to use the facilities at Hawthorn Glen Nature Center as listed below. Please be sure to read the rules and regulations enclosed. Please review this application and complete any missing information (highlighted) or change any information that is incorrect. **Times listed include set-up, takedown, and clean-up.** Please sign and return this application with your check or money order to:

Milwaukee Recreation
Outdoor Education
2414 West Mitchell Street
Milwaukee, Wisconsin 53204-3025

FEES DUE:

DATE PAYMENT DUE:

Make checks payable to: MPS-Recreation Department. Payment must be made by due date or your reservation may be cancelled. **If you need to cancel, you must call 647-6050 prior to reservation date.** We will return a copy of permit to you after Recreation Department approval. If you have any questions, please call at 647-6050 M-F, 8:30am-4:30pm. If you have questions after normal business hours on the day of your event, please call Hawthorn Glen at **777-7888**, if no answer there, call 416-8550.

PERMIT NO.: 000
APPLICANT:

DAY(S)/DATE(S):

ARRIVAL TIME:
DEPARTURE TIME:
AREA REQUESTED:

PHONE NUMBER:
PURPOSE OF MEETING:
ADDITIONAL INFORMATION:

NUMBER ATTENDING:
AGE GROUP:

RENTAL RATES:

Assembly Room Rate: \$100.00 (4 hours or less) (each additional hour \$20.00)

Picnic Area Rate: \$75.00 (4 hours or less) (each additional hour \$20.00)

Soccer Field: \$10.00 (1 hour)

Cancellation Fee: \$20

EQUIPMENT DESIRED:
(PLEASE CHECK)

ASSEMBLY ROOM
(MAX. 40 PERSONS)

Kitchen
 Banquet Tables
 Chairs
 Indoor Fireplace*

REDWOOD PICNIC AREA #1
(MAX. 115 PERSONS)

Outdoor Fireplace*

DEER PICNIC AREA #2
(MAX. 70 PERSONS)

Outdoor Fireplace*

***NOTE: NO GRILLS ALLOWED.** Indoor and outdoor grilling in fireplace or fire pit only, (firewood is available on site for \$5 per bundle). DNR Statute prohibits moving firewood.

CHAPERONES: Responsible adults must be present upon arrival of any minor age group and supervise the group at all times while they are on the premises.

NAME _____ **ADDRESS** _____ **Phone** _____

NAME _____ **ADDRESS** _____ **Phone** _____

I have read the enclosed Rules and Regulations for Permit Groups and will abide by these rules.

APPLICANT'S SIGNATURE **DATE**

RECREATION DEPARTMENT APPROVAL **DATE**

OFFICE USE ONLY

AMT. PD. _____ CK. # _____ DATE _____