

## Shelter Application Form

Name of Person Reserving Shelter(s)

Address

City, State & Zip

Phone Number

Party Name

Activity Type (e.g. reunion, wedding, grad party)

Date

Approximate Arrival Time

Shelter (fee includes \$10 reservation fee):

- Pavilion: \$100  
 Pines \$45  
 Lower Fee: \$45  
 Upper Fee: \$45

(fees subject to change)

Check Enclosed (payable to WI DNR) or

Master Card or VISA # (if applicable)

Expiration Date (MM/YY)

I have read and understand the contents of this brochure and agree that I and other members of my party will be governed by it. I understand that by signing this I may be held responsible for any damages to property incurred by members of my group. I also agree that failure to abide by this agreement may result in citations or eviction from the park without reimbursement.

Signature of Person Reserving Shelter & Date

## Introduction

High Cliff's picnic shelters are perfect for family reunions, graduation parties, weddings, company picnics, etc.

All shelters have electrical outlets and access to a large grill (bring your own charcoal). Flush toilets, drinking water and playground equipment are within walking distance of each shelter.

Capacity is based upon the number of people who can comfortably sit on picnic tables under the covered areas.

## Accessibility

All shelters (with the exception of the Pines Shelter), as well as the park office and campground shower building have accessible flush toilets for visitors with disabilities.

## How to Reserve

Reservations can be made up to 11 months in advance. Stop in or call the park office at (920) 989-1106 to determine shelter availability. Park staff will hold a date for up to 7 days without payment. A confirmation will be returned upon receipt of payment and completed shelter application form.

## Shelter Descriptions

### Lower Shelter (28' x 28')

Located in the lower park, the Lower Shelter is an open shelter with electrical hook-up and accommodates up to 35 people. This shelter overlooks the Marina and is within walking distance of the beach. The Lower Shelter is available May through September.

### Pines Shelter (26' x 38')

Located in the lower park, the Pines Shelter is an open shelter and accommodates up to 50 people. This shelter is tucked amongst the pines and is within walking distance of the beach. The Pines Shelter is available May through September.

### Upper Shelter (80' x 24')

Located in the upper park, the Upper Shelter is an open shelter and accommodates up to 130 people. This shelter is next to the Pavilion, overlooks Lake Winnebago and is within walking distance of observation tower. The Upper Shelter is available May through September, and Fridays/Saturdays in October. Off-season rentals are available – call park office for details.



Pavilion Shelter Fireplace

### Pavilion (47' x 47' + 27' x 15')

Located in the upper park, the Pavilion is an enclosed shelter and accommodates up to 100 people. This shelter is next to the Upper Shelter, overlooks Lake Winnebago and within walking distance of the observation tower.

The Pavilion is available May through September, and Fridays/Saturdays in October. Off-season rentals are available – call park office for details.

The Pavilion features a centrally located fireplace (provide your own firewood\*). **Note: The fireplace is the only heat available.**

The Pavilion does not have kitchen facilities. Cooking over the fire **is not** allowed.

\*Firewood is sold at the park. **State firewood rules apply to any firewood brought into the park.**

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## Vehicle Admission

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Each vehicle entering the park must have an admission sticker. A discount is available when a minimum of 20 vehicle admission stickers are purchased **prior to the event** for \$5 each. [Regular fees are \$7 resident, \$10 non-resident, and \$3 resident senior] (*Fees subject to change.*)

If your group organizer does not have a clear idea of the numbers, park staff will help you determine how many passes should be purchased in advance. At the end of the event, the organizer shall reimburse the park for any additional passes needed the day of the event based upon the number of invitations\* (or other identifier) turned in by attendees.

\*It is recommended some form of identification (e.g. an invitation, coupon, or code word) be distributed to the attendees to present the day of the event to be identified as part of the group and eligible for the group rate.

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## Set Up / Clean Up

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All decorating and deliveries must be on the day of the event.\*

\* If you desire access the day before your event, the shelter should be rented for an additional day. **Park staff will secure the pavilion upon vacating, but the park assumes no responsibility for items left in the building.**

To avoid damages: decorations, signs, banners and displays cannot be attached to the walls, ceilings or tables.

Shelter areas must be clean when vacated. The WI State Park System has a carry in/carry out policy for all refuse and recyclables. Garbage and recyclables **must be removed from the park** upon leaving the facility.

**Open Shelters:** Additional picnic tables can be moved from the surrounding picnic area to the shelter. Tables should be moved back to where they were upon arrival.

**Pavilion:** No additional park picnic tables are allowed inside the building and existing tables cannot be removed. All electrical appliances should be set up in the lobby area. Floors must be swept and trash removed prior to vacating.

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## Electrical Service

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Twenty (20) amp service is available for electrical appliances.\* Three outlets are available in each of the open shelters and seven outlets are available in the pavilion.

\*A limited number of appliances (roasters, slow cookers, coffee makers, etc.) can be plugged into any given outlet. Contact park if you have any concerns.

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## Music / Entertainment

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Amplified music is **strictly prohibited** in the park. A personal stereo (boom box) or acoustic performances are acceptable. Microphones used for the purpose of hearing people speak are allowed.

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## Park Hours

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The park is open from 6 am to 11 pm. **The Pavilion cannot be occupied prior to 9 am.** All visitors must exit the park, and any campers must be en route to their campsite, by 11 pm.

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## Parking

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The service roads should only be utilized for loading and unloading. Parking is allowed in parking lots only. **Parking on grass is strictly prohibited.**

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## Pets

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Pets are not allowed in shelters or the surrounding picnic areas. Only service animals assisting people with disabilities are allowed in shelters or adjacent picnic areas.

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## Cancellation Policy

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*Cancellations received 21 days or more in advance of the reserved date will result in a refund of 50% of rental fee (minus a non-refundable \$10 reservation fee.)* **Cancellations received less than 21 days will not receive a refund.**

# Picnic Shelter Rental Information



Upper Shelter

## High Cliff State Park

N7630 State Park Road  
Sherwood, WI 54169  
(920) 989-1106

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*This publication is available in alternate format (large print, Braille, audio tape, etc.) upon request. Please call the Bureau of State Parks for more information (608) 266-0866.*

