



1625 Northport Drive | 608-245-3690

## **WPCRC Facility Manager Report**

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September 28, 2017

### Facility

- Facility Manager Hire
- Holiday Hours
- Down Week
  - New building automation system (BAS)
  - Floors resurfaced
- Fitness Equipment – 2017 CIP
  - Precor Treadmill and Display – delivered
  - Alpine Climber and Display – delivered
  - Scifit Trainer – delivered
- Circle of Friends 2017 Donation
  - New television for Game Room
- 2017 Planning for WPCRC expansion

### Programs & Events

- Warner Family Fun Nights – 2<sup>nd</sup> Friday of the Month
  - September 8 – 148 participants
  - Upcoming: October 13
  - 2017/2018 dates attached
- Upcoming/New Program Ideas/Community Partners
  - Northside Winter Farmers' Market
    - Sundays, October-December, 10am-1pm
  - HolidayFest
    - Saturday, December 2, 9am-3pm
    - See attached flyer for details

### Attachments

- WPCRC Facility YTD Usage Report
- Warner Family Fun Nights
- HolidayFest

**WPCRC Facility Usage Report - 2017**

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	YTD	2016	2015	2014
Facility Rentals	348	408	468	400	417	352	454	418					3265	5,711	5,016	3,257
<b>Pass Visits</b>																
Exercise Room	3212	2805	2850	2209	2244	2005	1828	1591					18,744	32,539	32,455	30,746
Game Room	146	198	244	218	182	190	196	151					1,525	1,864	1,677	1,658
Gymnasium	302	278	339	256	233	144	170	148					1,870	4,186	4,203	4,290

June/July numbers do not include gym usage by the MSCR Summer Camp (approx. 1200 visitors per month)

Game room numbers do not include multiple youth groups and organizations that use the area

Also doesn't include members that check into one area, then use another area during the same visit



# WARNER FAMILY FUN NIGHTS

## Activities

- » Gymnasium Fun – bouncy house, sports, fun games
- » Family Fitness Classes and Fit2Go Van
- » Classes, movies & themes change monthly, visit [cityofmadison.com/parks/WPCRC](http://cityofmadison.com/parks/WPCRC)
- » Drop-In Art and Pottery Projects
- » Game Room Fun – pool, ping pong, foosball, air hockey
- » Child Care Room – drop off young kids for playtime

## Cost

- » \$5 per family

*Limited scholarships available; inquire at WPCRC.  
Kids age 11 and under need to be accompanied by an adult.*

*Sign up online for email reminders of monthly themes.*

## Join us

Warner Park Community Recreation Center,  
5:30 - 8:30 pm, Fridays:

- » September 8, 2017
- » October 13, 2017
- » November 10, 2017
- » December 8, 2017
- » January 12, 2018
- » February 9, 2018
- » March 9, 2018
- » April 13, 2018
- » May 11, 2018
- » June 8, 2018



[cityofmadison.com/parks/wpcrc](http://cityofmadison.com/parks/wpcrc)



CONTRIBUTING SPONSORS  
Webcrafters-Frautschi Foundation, Inc.



**Application Checklist**

- Include three (3) photos of your craft or list a website where your work can be viewed.
- Enclose payment for \$65 plus \$5 extra for electricity and \$5 extra per table. **Checks payable to City Treasurer.**
- Please call (608) 245-3669 to check for table/electricity availability.
- Cut the application form and mail it to: WPCRC, 1625 Northport Dr., Madison, WI 53704.

**DEADLINE: October 1, 2017**

**Application Form**

Vendor's Name: \_\_\_\_\_ Phone (H): \_\_\_\_\_  
 Business Name: \_\_\_\_\_ Phone (W): \_\_\_\_\_  
 Website: \_\_\_\_\_ Phone (Other): \_\_\_\_\_  
 Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Description of Craft (be specific; list **ALL** items you will be selling): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

No. of spaces requested (\$65/each): \_\_\_\_\_ (includes vendor permit, City Ordinance 8.16)  
 No. of tables requested (\$5/each): \_\_\_\_\_  
 Electricity requested (\$5): \_\_\_\_\_

TOTAL PAYMENT: \_\_\_\_\_ (Check payable to City Treasurer)  
 Charge my MasterCard or VISA account: Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 If charging, please sign here: \_\_\_\_\_

PARTICIPANT AGREEMENT: The undersigned agrees to abide by the rules and regulations set by the WPCRC for this event. The undersigned agrees to assume full responsibility for and hold the WPCRC, its agents, servants, employees and volunteers harmless from any legal liability, injury or damage to the persons, property of the applicants, its members and/or guests and to assume full responsibility for any damage to WPCRC owned or leased property or persons in connection with the use of the WPCRC owned or leased facilities for activities and programs.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*play*  
**MADISON  
PARKS**

# Holiday Fest

18TH ANNUAL

**ARTS AND CRAFTS FAIR**  
 Warner Park Community Recreation Center  
 Saturday, December 2, 2017  
 9:00 am - 3:00 pm  
[www.cityofmadison.com/parks/wpcrc](http://www.cityofmadison.com/parks/wpcrc)  
 (608) 245-3669

*\$1 Admission \* Free Parking \* 80+ Vendors*

## ARTS & CRAFTS FAIR

Join other area artisans in welcoming winter with your original crafts and artwork at the Warner Park Community Recreation Center's 18th Annual HolidayFest Arts and Crafts Fair.

**Location:** Warner Park Community Recreation Center  
1625 Northport Drive  
Madison, WI 53704

**Date:** Saturday, December 2, 2017

**Time:** Open to Public - 9:00 am - 3:00 pm

**Admission:** \$1.00

**Fee:** \$65 per sales area (up to 2)  
(INCLUDES VENDOR PERMIT, CITY ORDINANCE 8.16, JURY SELECTION FEE)  
Additional \$5 for electricity  
Additional \$5 per table  
*\*Please call to check availability of tables before sending a payment.*

## REGISTRATION INFORMATION

APPLICATIONS ARE ACCEPTED UNTIL OCTOBER 1, 2017.

**Procedures:** Complete the attached Application Form, send with your payment and three photos to WPCRC. **MAKE CHECKS PAYABLE TO CITY TREASURER.** MasterCard and VISA accepted. (Please sign the Participant Agreement on the attached Application Form.)

You can submit your completed application by:

- scanning and e-mailing it to: [cabarca@cityofmadison.com](mailto:cabarca@cityofmadison.com)
- faxing it to: (608) 245-3685
- or mailing it to WPCRC: Attn: C. Abarca, 1625 Northport Drive, Madison, WI 53704

You will receive confirmation on the status of your application once it has been processed. If you list an e-mail address on your application that is where your confirmation letter will be sent. Please e-mail [cabarca@cityofmadison.com](mailto:cabarca@cityofmadison.com) or call (608) 245-3669 if you have any questions or concerns.

**Confirmation:** Participating vendors will receive a final letter of confirmation within 4 weeks of the fair, which will detail information regarding the day of the event.

**Door Prize:** All artists will donate one of their crafts for a door prize. No gift certificates. Minimum of \$15 value.

**Information:** Warner Park Community Recreation Center  
Phone: (608) 245-3669  
Fax: (608) 245-3685  
E-mail: [cabarca@cityofmadison.com](mailto:cabarca@cityofmadison.com)

## ARTS & CRAFTS FAIR DETAILS

**Display:** All items must be handmade. The sale of commercial items, imports and novelties are not permitted. If you require more space, one additional adjoining space may be rented. The fair is juried, and we do reserve the right to limit excessive duplication of crafts.

**Space Assignments:** Sales areas will be assigned at the discretion of the fair coordinator based on type of display and crafts. MOST spaces are 8'D x 9'W; hallway spaces are approximately 3'D x 14'W. Space includes two chairs - no tables. Vendor must supply tables and extra chairs. Rental tables available (\$5 each).

**Display Set-Up:** Friday night set-up is from 6:00 - 8:00 pm and Saturday from 6:30 - 8:30 am. Please move your car to the farthest parking lot by the park shelter by 8:30 am on Saturday.

**Sales:** Artisans are responsible for collection of sales tax. City Parks is not responsible for money or crafts owned by exhibitors.

**Food:** Food and refreshments will be available.

### Warner Park Community Recreation Center

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