



## EAU CLAIRE PARKS & RECREATION COMMUNITY PARK PAVILION RESERVATION FORM

### CONTACT INFORMATION

Contact Name:

Contact Email:

Address:

City/State/Zip:

Home Phone:

Cell Phone:

### EVENT LOCATION – PAVILIONS

Carson Park – Birch

Carson Park – Braun’s Bay

Carson Park – Oak

Carson Park – Pine

Rod & Gun Park – Main Pavilion

Owen Park – Sarge Boyd Bandshell

Mt. Simon Park – Dells

Mt. Simon Park – Hillside

Riverview Park – Island

Riverview Park – Lions

Riverview Park – North

*\*Separate form available for Phoenix Park reservations.*

### EVENT INFORMATION

1. Event Name:

2. Purpose of use:

3. Estimated # in Group:

4. Date of Event:

5. Time Range of Event (start and end):

6. Will there be alcohol at your event?  Yes  No *\*Alcohol is not allowed at Owen Park*

7. Will you have beer kegs at your event?  Yes  No *\*If yes, a Beer Keg Permit Application is required*

8. Will you be setting up a tent or inflatable?  Yes  No *\*A utility locate fee may be required*

9. Is this event a wedding?  Yes  No

10. Will there be an entry fee, sales of food or merchandise, sale of beer, street/park closures, fireworks, or over 2 half barrels of fermented malt beverage?  Yes  No

### RENTAL FEES AND CHARGES (You will be charged for a maximum of 8 hours)

Monday-Friday (\$10/hour)

Saturday & Sunday (\$15/hour)

Beer Keg Permit Application Fee (½ barrels only)

Utility Locate Fee (for tents and inflatables)

\$\_\_\_\_/hour x \_\_\_\_ # of hours = \$\_\_\_\_\_

**Beer Permit \$40/event** \$\_\_\_\_\_

**Utility Locate \$30/event** \$\_\_\_\_\_

**TOTAL DUE:** \$\_\_\_\_\_

### PAYMENT INFORMATION (Must be paid in full at time of reservation)

Discover

MasterCard

Visa

Card #:

Expiration Date:

Billing Zip Code:

Cardholder Signature:

Date:

**Additional Information on next page →**

## RULES AND REGULATIONS

- Pavilion reservations may be scheduled for any time period during normal park hours (4AM-11PM). Reservations are accepted Monday-Friday in our office or online up to 5 days prior to the event date.
- Pavilion Reservation forms must be completed for exclusive use of pavilions.
- Reservation time must include set-up and clean-up time.
- Reservations are for pavilions only and do not include surrounding areas in the park. Parks & Recreation reserves the right to schedule other activities or events in the park.
- Parks staff will clean pavilions as needed an hour before scheduled reservations.
- These pavilions require keys (\$25 deposit): Birch (gate), Owen (bandshell/electrical), Rod & Gun (gate).
- Decorating: No tape, nails, or other adhesives (tying up decorations is allowed).
- Food/Catering services: User is responsible for making sure vendors protect the ground surfaces and haul away all waste from food preparation (i.e. grease, oil, food remnants, etc.)
- Political groups, marches or demonstrations need to contact the Police Department (715) 839-4975.
- Music/Amplified Sound: Noise ordinance violations are addressed on a complaint basis. Events in violation may be shut down.

## ALCOHOL REGULATIONS

- If you are requesting beer kegs (max of 2) at your event, an Alcohol Application must be completed and returned with the \$40 application fee, 10 days prior to your event.
- If you are requesting to have intoxicating liquor at your event in Carson Park, Mt. Simon Park, Riverview Park, or Rod & Gun Park an Alcohol Application must be completed and returned 10 days prior to your event. Limit of 48 ounces per person.
- If you are requesting carry-ins of fermented malt beverages or wine at your event in Carson Park, Mt. Simon Park, Riverview Park, or Rod & Gun Park you must contact the Recreation Office at least 10 days prior to your event.
- No alcohol is permitted at Owen Park.

## CANCELLATIONS AND REFUNDS

- Notice of cancellation is required 5 business days prior to your event in order to receive a partial refund.
- A \$5 administrative fee will be deducted for all cancelled reservations.
- Refunds will not be issued due to weather.

## TENTS/INFLATABLES

- Tents or inflatables with stakes are not permitted without approval from the Community Services Director.
- A \$30 Utility Locate Fee is charged for any tent or inflatable that requires stakes; and a \$52 Tent Application Fee (Fire Department) is charged for any tent over 250 sq. feet being set up in the park. Additional fees will be assessed for any damage done to water or electrical lines caused by tent stakes.
- One tent is allowed at Rod & Gun Park. Size limit of 20x30 sq. feet which will accommodate approximately 40 guests seated.

## FIRE PIT POLICIES

- Elevated fire pits are allowed, but must be provided by the user or user group.
- Burning permit is required from the Fire Department prior to the event.
- Users must notify Parks & Recreation of intent to use a fire pit.
- No open flames are permitted under the pavilion or within 25' of other combustible material.