



## EAU CLAIRE PARKS & RECREATION NEIGHBORHOOD PARK SHELTER RESERVATION FORM

**CONTACT INFORMATION**

Contact Name:	
Contact Email:	
Address:	City/State/Zip:
Home Phone:	Cell Phone:

**EVENT LOCATION – NEIGHBORHOOD SHELTERS**

<input type="checkbox"/> Boyd Shelter & Pavilion	<input type="checkbox"/> Kessler Shelter	<input type="checkbox"/> Oakwood Hills Shelter
<input type="checkbox"/> Cameron Shelter	<input type="checkbox"/> Lakeshore Shelter	<input type="checkbox"/> Pinehurst Shelter
<input type="checkbox"/> County Farm Pavilion	<input type="checkbox"/> McDonough Pavilion	<input type="checkbox"/> Putnam Heights Shelter
<input type="checkbox"/> Demmler Shelter	<input type="checkbox"/> Mitscher Shelter	<input type="checkbox"/> Roosevelt Shelter
<input type="checkbox"/> Forest Street Garden Pavilion	<input type="checkbox"/> Newell Shelter	<input type="checkbox"/> Sam Davey Shelter
<input type="checkbox"/> Grover Heights Shelter	<input type="checkbox"/> North Riverfronts Pavilion	<input type="checkbox"/> Sundet Shelter

**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 you be setting up a tent or inflatable? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>*A utility locate fee may be required</i>
7. Is this event a wedding? <input type="checkbox"/> Yes <input type="checkbox"/> No
8. 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? <input type="checkbox"/> Yes <input type="checkbox"/> No

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

<input type="checkbox"/> Monday-Sunday (\$12/hour)	\$12/hour x _____ # of hours = \$ _____
<input type="checkbox"/> Utility Locate Fee (for tents and inflatables)	Utility Locate \$30/event \$ _____
<b>TOTAL DUE: \$ _____</b>	

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

<input type="checkbox"/> Discover	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	<input type="checkbox"/> American Express
Card #:	Expiration Date:	Billing Zip Code:	
Cardholder Signature:		Date:	

**Additional Information on next page →**

## RULES AND REGULATIONS

- Shelter reservations may be scheduled for 7 days a week during normal park hours (4AM-11PM). Reservations are accepted Monday-Friday in our office or online up to 7 days prior to the event date.
- Shelter Reservation forms must be completed for exclusive use of shelter.
- Reservation time must include set-up and clean-up time.
- Reservations are for shelters 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 shelters as needed an hour before scheduled reservations.
- Most neighborhood park shelters require a key for access (\$25 deposit). Key pick up is Mon-Fri.
- 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

- Alcohol is NOT allowed under any circumstances at any neighborhood park.

## CANCELLATIONS AND REFUNDS

- Notice of cancellation is required 5 business days prior to your event in order to receive a partial refund.
- A \$7 administrative fee will be deducted for all cancelled reservations.
- Refunds will not be issued due to weather.

## TENTS/INFLATABLES

- A \$30 Utility Locate Fee is charged for any tent or inflatable that requires stakes. Additional fees will be assessed for any damage done to water or electrical lines caused by tent stakes.
- A \$52 tenter permit fee (Fire Department) is charged for any tent over 250 sq. feet set up in the park.

## FIRE PIT POLICIES

- Cooking flames are allowed in grills permitted by the city. Igniting or maintaining a fire or open flame **is not allowed except if fully contained in metal grills in picnic areas. (ordinance 9.76.110)**