



**EAU CLAIRE PARKS & RECREATION
PHOENIX PARK
RESERVATION/AGREEMENT FORM**

This form must be completed for ALL events held at Phoenix Park

CONTACT INFORMATION

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

EVENT LOCATION

Pavilion
 Amphitheater/Labyrinth
 Confluence Plaza

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? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>*If yes, Alcohol Application is required</i>
7. Will you have beer kegs at your event? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>*If yes, Alcohol Application is required</i>
8. 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>
9. Is this event a wedding? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <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-Friday (\$12/hour)	\$____/hour x ____ # of hours = \$____
<input type="checkbox"/> Saturday & Sunday (\$23/hour)	
<input type="checkbox"/> Beer Keg Permit Application Fee (½ barrels only)	Beer Permit \$40/event \$____
<input type="checkbox"/> Utility Locate Fee (for tents and inflatables)	Utility Locate \$30/event \$____
TOTAL DUE: \$____	

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

- 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.
- Reservation forms must be signed stating the event will follow all policies for exclusive use of pavilions.
- Phoenix Park Reservation/Agreement forms must be completed for exclusive use of the pavilion, amphitheater, and/or confluence plaza.
- Reservation time must include set-up and clean-up time.
- Reservations are for the pavilion/amphitheater/plaza 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.
- Lighting: Key is required for access to lighting. Keys can be obtained at the 910 Forest Street office.
- 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 must end at sunset in Phoenix Park. Noise ordinance violations are addressed on a complaint basis. Events in violation may be shut down.
- Event organizer will be responsible for any damage done to the grass, pavilion, pavers, or any marking on surfaces and disposal of all waste.

ALCOHOL REGULATIONS

- If you are requesting alcohol of any kind, an Alcohol Application must be completed and returned.
- If you are planning to have 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. All alcohol consumption or service must end at sunset or 8:00 pm whichever is later.

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 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.

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.

AGREEMENT

Event contact/organizer agrees to the above policies and will follow all rules and regulations for their event. Contact/organizer agrees to take full responsibility for any damages occurred during this event.

Authorized

Organizer/Contact Signature:

Date: