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		
☐ Boyd Shelter & Pavilion	☐ Kessler Shelter	☐ Oakwood Hills Shelter
☐ Cameron Shelter	☐ Lakeshore Shelter	☐ Pinehurst Shelter
☐ County Farm Pavilion	☐ McDonough Pavilion	☐ Putnam Heights Shelter
☐ Demmler Shelter	☐ Mitscher Shelter	☐ Roosevelt Shelter
☐ Forest Street Garden Pavilion	☐ Newell Shelter	☐ Sam Davey Shelter
☐ Grover Heights Shelter	☐ North Riverfronts Pavilion	☐ 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? ☐ Yes ☐ No ***A utility locate fee may be required***
7. Is this event a wedding? ☐ Yes ☐ 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? ☐ Yes ☐ No

RENTAL FEES AND CHARGES (You will be charged for a maximum of 8 hours)	
☐ Monday-Sunday **($15/hour)**	**$15/hour** x_____ # of hours = $_____
☐ Utility Locate Fee (for tents and inflatables)	**Utility Locate $30/event** _____
	TOTAL DUE: Þ_____

PAYMENT INFORMATION (Must be paid in full at time of reservation)			
☐ Discover	☐ MasterCard	☐ Visa	☐ American Express
Card #:	Expiration Date:	Billing Zip Code:	
Cardholder Signature:		**Date:**	

Additional Information on next page ➔

910 Forest Street ● Eau Claire, WI 54703 ● Phone: 715-839-4649 ● Fax: 715-839-1693
Email: communityservices@eauclairewi.gov ● Website: www.eauclairewi.gov/pr

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)**