



EAU CLAIRE PARKS, RECREATION & FORESTRY 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 (\$10/hour)

\$10/hour x _____ # of hours = \$ _____

☐ Utility Locate Fee (for tents and inflatables)

Utility Locate \$30/event \$ _____

TOTAL DUE: \$ _____

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

☐ Discover

☐ MasterCard

☐ Visa

Card #:

Expiration Date:

3-Digit Security #:

Cardholder Signature:

Date:

Additional Information on next page ➡

RULES AND REGULATIONS

- Shelter 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.
- 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. The Parks & Recreation Department reserves the right to schedule other activities or events in the park.
- Parks staff will clean shelters as needed an hour before scheduled reservations.
- All neighborhood park shelters require a key for access (\$25 deposit).
- 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 \$5 administrative fee will be deducted for all cancelled reservations.
- Refunds will not be issued due to rainouts.

TENTS/INFLATABLES

- Tents or inflatables with stakes are not permitted without approval from the Parks & Recreation Director.
- A \$30 Utility Locate Fee is charged for any tent or inflatable that requires stakes; and a \$49 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 the Parks & Recreation Department of intent to use a fire pit.