



EAU CLAIRE PARKS, RECREATION & FORESTRY 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

☐ Mt. Simon Park – Dells

☐ Carson Park – Braun's Bay

☐ Mt. Simon Park – Hillside

☐ Carson Park – Oak

☐ Riverview Park – Island

☐ Carson Park – Pine

☐ Riverview Park – Lions

☐ Rod & Gun Park – Main Pavilion

☐ Riverview Park – North

☐ Owen Park – Sarge Boyd Bandshell

**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)

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

☐ Saturday & Sunday (\$15/hour)

☐ Beer Keg Permit Application Fee (½ barrels only)

Beer Permit \$40/event \$____

☐ 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

- 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. The Parks & Recreation Department 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 a key for access (\$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 planning to have beer kegs (up to 2) at your event, a Beer Permit Application must be completed and returned with the \$40 application fee 10 days prior to your event.
- No alcohol is permitted at Owen Park.
- Carry-ins and bottles are allowed at Carson, Mt. Simon, Riverview, and Rod & Gun. Limit of 48 ounces per person.

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.
- 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 the Parks & Recreation Department of intent to use a fire pit.