

GENERAL INFORMATION

The LODGE - is a completely enclosed building, **seating 60-65** indoors. In the building are handicapped-accessible restrooms, a kitchen area with a stove, refrigerator, counter space and three large sinks, **nine (9)** folding tables (five feet long), **70** folding chairs, a fireplace (bring your own wood), electrical outlets and running water. Outside the building are **nine (9)** picnic tables and one (1) large BBQ grill (45"x51"). Parking is allowed along the "Lodge Road" (see sheet entitled "Lodge Policies" enclosed) as long as conditions are DRY. Otherwise, parking is in the parking lot up on the hill. The electric service in the Lodge is **normal household current (110)**.

PAVILIONS "A", "E", "F" & "G" - are open-sided (all 4 sides), roof-covered shelters. At each there are **six (6)** picnic tables (seating 36 total) and two (2) small BBQ grills (12"x18"). **There is no running water, restroom facilities or electricity provided at these shelters.** Restroom facilities can be found at the Van Buren Pool bathhouse or the Porta John by the pond. Parking for Pavilion "A" is in the main lot, and parking for Pavilions "E", "F", and "G" is along "Ballfield Road" (see map enclosed). **Please Note: Pavilion "A" is smaller than "E", "F" & "G" – only three (3) of the six picnic tables provided fit under the roof!**

PAVILION "B" - is open on three sides. A **minimum of 75** in a group is required to rent this facility, and **we will only permit groups numbering 200 or smaller** at this facility during the 10 weeks the pool is open! At this pavilion there are **eighteen (18)** picnic tables (seating 108 total), one large BBQ grill (45"X 51") and electricity. The electric service at Pavilion "B" is normal household current **ONLY**. If more power is needed, groups/caterers should bring a generator. **There is running water but no restroom facilities located at this shelter.** Restroom facilities can be found at the Van Buren Pool bathhouse (right next door). Parking for Pavilion "B" is in the main lot. **No vehicles are to be driven or parked on the grass by this pavilion!**

PAVILIONS "C" & "D" - are open-sided (all 4 sides), roof-covered shelters, with **twelve (12)** picnic tables each (seating 72). Each also have one large barbecue grill (45"X 51"), and electricity (normal 110 household current **ONLY**). **There is running water but no restroom facilities.** Restroom facilities can be found at the Van Buren Pool bathhouse (right next door). There is parking for approximately 30 cars by each shelter, but when the areas are full, parking is in the **main lot. No vehicles are to be driven or parked on the grass by these pavilions!**

In reserving any one of the pavilions, the individual or organization is entitled to exclusive use of the pavilion and the allotted tables and grills (listed above). **No additional picnic tables are available, or may be moved from any other locations!** All other facilities - tennis courts, horseshoe pits, playground equipment, volleyball and basketball courts - are open to the public. The softball fields are available to be reserved in two (2) hour time slots to those renting picnic shelters. One two-hour reservation is free; there is a fee for additional time. **** You must provide your own horseshoes, volleyballs, softballs, bats, gloves, bases, etc.**

PICNIC SHELTER FEES

**** NOTE:** By providing prices for groups larger than what a particular picnic shelter will actually accommodate (listed above), it is with the assumption that groups will rent and/or bring with them additional tables, chairs, tents, etc. We only provide what is listed above for each facility. **NO additional folding tables, chairs, picnic tables, etc. are available!**

		Rental Fees		October 1-April 15	
		<u>Resident</u>	<u>Non-Res</u>	<u>Resident</u>	<u>Non-Res</u>
Pavilion "A"	(up to 149)	\$30.00	\$55.00		
Pavilion "B"	(75-149)	\$140.00	\$170.00		
	(150-249)	\$180.00	\$210.00		
	(250 & up)	Determined by Parks Director– please contact the office			
Pavilion "C" & "D"	(50-149)	\$120.00	\$150.00		
	(150-249)	\$160.00	\$190.00		
	(250 & up)	Determined by Parks Director – please contact the office			
Pavilions "E", "F" & "G"	(up to 149)	\$40.00	\$65.00		
	(150-249)	\$125.00 / 2 pavilions			
	(250 & up)	Determined by Parks Director – please contact the office			
Lodge	(up to 149)	\$155.00	\$185.00	\$185.00	\$215.00
	(150-249)	\$230.00	\$260.00		
	(250 & up)	Determined by Parks Director– please contact the office			

DAMAGE DEPOSIT: All pavilion reservations require a **\$100.00 damage deposit**. The Damage Deposit **MUST BE IN THE FORM OF A CHECK** (but NOT post-dated!). NO CASH, MONEY ORDERS OR CASHIER'S CHECKS ARE ACCEPTED **** NOTE: If your damage deposit is not received by four business days prior to your reservation, the Parks and Recreation Department reserves the right to cancel your reservation, without refund!**

ARRIVAL TIME: When you arrive at the park the day of your event, **simply go directly to the facility you rented**. Please adhere to the arrival time listed on the front of this reservation form, and remember that groups **SHOULD NOT BE ARRIVING AT THEIR RESERVED SHELTER ANY EARLIER THAN 10:00am.!** The Park Attendant on duty will be very busy trying to get all facilities ready for groups, and may have as many as six other groups to check in that morning. He/she will try to be at the pavilion you reserved, **at the arrival time listed on your form**, to check you in. **If you need to change your arrival time for any reason, simply call the park office by the business day prior to your reservation.**

EACH GROUP MUST FOLLOW ALL COVID GUIDELINES THAT ARE INCLUDED WITH THIS PAPERWORK!! THE RESPONSIBLE PERSON MUST SIGN OFF ON THIS!

THE "RESPONSIBLE PERSON" MUST REMAIN ON SITE FOR THE ENTIRE EVENT, INCLUDING CLEAN UP. At the end of your picnic, the Park Attendant will do a check of the premises with the "responsible person" and make note of any issues. The "responsible person" must make sure that all policies described herein are adhered to, that the group observes order, that property is not damaged, and that the pavilion is returned to the same condition as it was found at "check-in". **PLEASE BRING THIS PAVILION RESERVATION FORM WITH YOU TO THE PARK THE DAY OF YOUR EVENT AS IT IS YOUR PROOF OF RESERVATION IN THE CASE OF ANY CONFLICTS.** If you have any questions or problems the day of your event, please contact the Park Attendant on duty.

DIRECTIONS TO PARK: PLEASE give those attending your event copies of the directions included in this packet on how to get to the pavilion you have rented! It will greatly reduce confusion the day of your event.

COMPLIANCE AND INDEMNIFICATION AGREEMENT: The enclosed Compliance and Indemnification Agreement must be signed by the group's "Responsible Person" and be returned to the Parks and Recreation Department **within two weeks of making your reservation.** Failure to obtain a signed agreement from the group's responsible person will render the group's reservation **null and void.**

REFUND POLICY: Contact the Park Office **immediately** should you need to **cancel** your reservation! You will receive the full reservation fee *minus a \$15.00 administrative charge* if you notify the Parks & Recreation Office of your desire to cancel **at least THIRTY (30) business days** in advance of the date reserved; half the reservation fee minus the \$15.00 administrative charge if you notify us **at least FIFTEEN (15) business days** in advance of the date reserved. **THERE ARE NO REFUNDS** for cancellations received **less than FIFTEEN (15) business days** in advance of date reserved. **Reservation date changes will only be permitted UP TO 30 BUSINESS DAYS IN ADVANCE of the original date of your event!**

THE PARKS AND RECREATION DEPARTMENT MAKES NO REFUNDS FOR INCLEMENT WEATHER!

ALCOHOL: Alcoholic beverages are allowed in picnic shelters **ONLY** – not in the parking lot, on or by tennis courts, basketball courts, softball fields, etc.! The "responsible person" must make sure that all persons drinking alcohol are **21 years of age or older.** Any violations will result in a forfeit of reservation privileges and eviction from the park WITHOUT REFUND. Park staff will call a police agency if they suspect underage drinking.

TENTS: Permission may be granted to put up a tent; however, the request must be made to the Parks and Recreation office at least five business days prior to the day of your reservation. **Any tents must be put up and taken down on the date reserved, within the stated "Arrival" and "Departure" times noted on the front of this form, and are the group's responsibility. A representative from the group must be on site when the tent is set up, and remain on site until the tent is removed!** Any damages to grounds due to tent placement, removal or use are the picnic group's responsibility.

CATERERS: Caterers are allowed at all picnic facilities **with the exception of pavilion "A".** ****THERE IS NO ELECTRIC SERVICE AT PAVILIONS "A", "E", "F", OR "G".** If you have reserved one of those shelters and need electricity, you or your caterer must bring a generator. **The "responsible person" must see to it that all park rules, clean up policies, etc. are followed by the caterer as well as the members of their group.** Also, the caterer must adhere to the "Arrival" and "Departure" times listed on the front of this form, so please consult your caterer when deciding these!

RECYCLING: All recyclables (cans, plastics, cardboard boxes, etc.) are the responsibility of the group to **take with them!**

AMUSEMENTS: We are not allowing any groups to have an amusement device at their event (ie., dunking booth, "moonwalk", etc.) for this year!

THANK YOU! ENJOY YOUR EVENT!