



## HOW TO RENT A PARK SHELTER/AREA

**Q:** When am I first able to reserve a shelter?

**A:** We will accept reservations 12 months prior to the date of the event. Reservations can be made in person at the Park & Rec. office or by phone with a credit card beginning at 9:00 a.m. Fees are paid at the time of reservation. Normal office hours for reservations are 9:00 a.m. to 4:00 p.m. Monday through Friday.

**Q:** What are the fees for renting a shelter?

**A:** The reservation fee for the park Areas 1, 2, 4, and 7 is \$50.00. The Lion's Pavilion, Veteran's Memorial Park Shelter, Bandshell & Green, and the Kiwanis Pavilion are \$75.00. Rotary Park is \$100.00. The reservation fee is non-refundable. We also require a clean-up bond of \$50.00 for fewer than 100 people and goes up accordingly, depending on the type of event and number of people expected. (i.e. company picnics, etc.) The clean-up bond is refunded after the event, if everything is cleaned up and nothing is damaged. Two separate checks are required for the reservation fee and the clean-up bond. Due to a check being outstanding for several months, in some cases, a credit card number may be used for the clean-up bond. There is no reservation fee for non-profit organizations.

**Q:** Where are park shelters available for renting?

**A:** The City of Port Washington has four covered shelters; the Lion's Pavilion in Upper Lake Park, Kiwanis Pavilion on the lakefront near the Marina's north building, Veteran's Memorial Park Shelter and Warming Room at the Bandshell and the gazebo in Rotary Park at the lakefront. We have two picnic areas in Upper Lake Park that have a small building for serving food that are located near the rest rooms. The Bandshell and the area surrounding the bandshell are suitable for company picnics, concerts or large parties. It is located at the lakefront. Two other picnic areas are the Scout Area in Upper Lake Park suitable for campfires and the area south of the Filtration Plant for smaller get-togethers located at the lakefront.

**Q:** What is the capacity of the shelters?

**A:** The Lion's Pavilion and the Kiwanis Pavilion will hold approximately 70 people. The Rotary Park gazebo will accommodate approximately 20 people. Veteran's Memorial Park Shelter will hold approximately 40 people.

**Q:** How many parking spots are there at each area?

**A:** Upper Lake Park has approximately 50, Bandshell 20, Rotary Park has metered parking in the city lot, Kiwanis Pavilion has parking in the marina parking lot for approximately 40 spots. Parking at the Holiday Inn for an event held at Rotary Park is prohibited.

**Q:** What if I need to cancel the event?

**A:** Please notify the Parks and Recreation Dept. if cancellation of this park area or recreation facility use is necessary. A refund is only issued when a "refund request form" is submitted to the Parks and Recreation Department at least 2 weeks prior to the rental date. A processing fee of \$5.00 will be charged for each request. The clean-up bond is returned.

**Q:** What if I have a medium to large sized group and want to use Possibility Playground?

**A:** Please call the Park & Rec. office to check availability. With limited space in Upper Lake Park, we ask that you confirm your dates as not to overlap with other groups. Also check our Park Rental Calendar at <http://www.ci.port-washington.wi.us/ParkAndRecreation/PDF/FacilityRentalFAQs.pdf>

**Q:** Do I need a permit to serve alcohol?

**A:** Alcoholic beverages are only allowed in Upper Lake, Veteran's Memorial Park and Rotary Park and a permit must be obtained if the group exceeds 10. Prior to the rental, the applicant, who must be at least 21 years of age, needs to fill out the required alcohol permit. The permit is available from the Park & Recreation office or Police Department. There is no additional charge for the permit.

**Q:** What about amplified music?

**A:** If you plan to have a band or a large speaker system, the Park & Recreation Board must approve the application when they meet on the second Thursday of each month.

**Q:** What are the hours the shelters and park areas are open?

**A:** The parks are open from 6:00 a.m. to 10:00 p.m. except Rotary Park, which is open from 6:00 a.m. to 11:00 p.m. If you need to extend the hours of your party, the Park & Recreation Board must give approval.

**Q:** Can I put up a tent?

**A:** Tents are allowed under certain circumstances. In Rotary Park, tents must not exceed 400 sq. ft. The other areas are not subject to this limit. Tents may only be erected in the authorized areas and each request approved by the Park and Recreation Director in order to provide for clearance of any underground electrical wires.

**Q:** Is there electricity at the shelters?

**A:** Electricity is available in all four shelters. Rotary Park is the only shelter that requires the use of an adapter that can be obtained from the Park & Rec. office prior to the event. A \$75.00 bond is required and is returned after the return of the adapter.

**Q:** Do you rent areas on Fish Day?

**A:** None of the shelters or park areas are rented on Friday or Saturday Fish Day weekend, which is always on the third Saturday in July.

**Q:** Are there toilets at all the areas?

**A:** In Upper Lake Park there is a public restroom located on the southern end of the park and also adjacent to Possibility Playground. Kiwanis Pavilion restrooms are located in the Marina building across from the parking lot. Veteran's Memorial Park has public restrooms near the east side of the Bandshell. The restrooms for Rotary Park are located near the entrance to the park.

**Q:** Do all the areas have outdoor grills?

**A:** All the areas in Upper Lake Park have grills. The Bandshell area and Rotary Park do not have grills. You may bring your own grill but caution should be taken and clean up is mandatory so the area grass is not damaged from hot coals.

**Q:** Is there water available at each site?

**A:** Water is only available in the restrooms located near each area. If water is needed at the Lion's Pavilion, a special key is needed and can be acquired at the Park & Recreation office.

**Q:** What happens if someone is in our area when we arrive for our event?

**A:** Show them your permit application and tell them that you have it rented for the specific time you indicated. If they do not leave and cause some problems, call the police.

**Q:** How do I know if a specific area is rented?

**A:** Call the office during our normal office hours or check the website at <http://www.ci.port-washington.wi.us/ParkAndRecreation/ParksEventCalendar.pdf>