

## **PARK PAVILION RESERVATIONS**

**Receipt Rental to: 403-000.00-00362.00      TAX to: 403-000.00-00202.10**

Pavilion	City Resident		Non-Resident		501c3 or Gov
	Rental	Tax	Rental	Tax	Rental
Firemen's	\$40.00	\$2.80	\$50.00	\$3.50	\$25.00
Lions	\$60.00	\$4.20	\$75.00	\$5.25	\$38.00
Locust	\$20.00	\$1.40	\$25.00	\$1.75	Not Available
Friendship	\$36.00	\$2.52	\$45.00	\$3.15	Not Available
Timber Frame	\$200.00	\$14.00	\$250.00	\$17.50	\$125.00
Commons Hall – Full Day Rental	\$300.00	\$21.00	\$350.00	\$24.50	\$125.00
Commons Hall – Four Hour Rental	\$150.00	\$10.50	\$200.00	\$14.00	\$100.00

### INFO ON RESERVATION CARD:

- NAME
- START & END TIMES
- NUMBER OF PEOPLE
- ADDITION, REMOVAL OR UNCHAINING OF TABLES
- ALCOHOL
- FIREPLACE
- EXTRA TRASH CANS AT SELMAN TIMBER FRAME

### ADDITIONAL FEES

- COMMONS HALL* – a key/damage deposit of **\$200.00** will be added on to this rental at the time of booking. This will cover any damages that might occur and a key to the facility. This is a refundable deposit if no damages take place and key is returned.

### OUTDOOR PAVILIONS:

- UNCHAINED TABLES:* To unchain tables an additional service fee of **\$25(+\$1.75 tax)** applies.
- TABLE REMOVAL:* For removal of tables an additional service fee of **\$50(+\$3.50 tax)** applies.
- ADDING TABLES:* For the addition of tables: 1-9 additional tables, a fee of **\$25(+\$1.75 tax)** applies. For 10-20 add. tables a fee of **\$50(+\$3.50 tax)** applies. PLEASE NOTE: tables seat 6.

### RULES

- All parties renting the Commons Hall facility will need to sign a Rental Agreement.
- Person making reservation must provide ID to confirm City address in order to charge resident/non-resident fees.
- No groups will start before 9:00 AM (unless approved by Park Supt.) and must end by 11:00 PM.
- Pavilions may be reserved any time of year, but there is no guarantee the water will be on before April 15 or after October 15.
- FIREMEN'S is a NON-SMOKING park as of December 2018.
- ALCOHOL is prohibited on park property except at the Selman Timber Frame Pavilion or at Commons Hall, when it is rented for a private event such as a wedding reception, reunion, or other special event gathering. PLEASE SEE the attached policy.

**Pavilions Available:**

Firemen's– Seats 60 (10- 6'tables, 6people/table) Restrooms, electric, water & charcoal grill available. **As of December 2018, this park is a non-smoking park.**

Lions Pavilion– Seats 90 (15- 6' tables, 6people/table) Restrooms, electric, water & charcoal grill available.

Locust Pavilion– Seats 36 (6- 6' tables, 6people/table) small pavilion at end of Don Sell Lane, no electric or water, shared restrooms with Lions Pavilion & restrooms at playground. Charcoal grill available.

Friendship Pavilion– Seats 48 (6- 8' tables, 8people/table) west of Friendship parking lot. Shared restrooms with Lions Pavilion & restroom at playground, electric, no water. Charcoal grill available.

Selman Timber Frame–Seats 156 (26- 6' tables, 6people/table) Restrooms, electric and water available. Charcoal grill available. Fireplace use allowed, must bring own wood and notify at time of reservation. You must also notify if you would like to have picnic tables unchained or removed. See below for alcohol policy

Commons Hall (Indoor Venue)- Seats 160 (20 Round- 62" tables, 8 people/table) Restrooms, electricity, running water available. This rental also permits full kitchen use and an outdoor pavilion.

**Alcohol Policy for Selman Timber Frame Pavilion & Commons Hall**

Alcohol is prohibited in public parks and picnic shelters except at the Selman Timber Frame Pavilion and Commons Hall when it is rented for a private event such as a wedding reception, reunion, or other special event gathering, beer and/or wine may be made available subject to the following:

- The renters have paid for the rental of the Selman Timber Frame Pavilion or Commons Hall.
- The renters have designated a time slot when beer and/or wine will be consumed, so that the Park Superintendent can schedule a uniformed officer to be present, paid for by the renters at the event. (\$36/hr.) **(This rate is double on holidays.)**
- Renters understand that beer and/or wine is not to be served in glass containers unless specifically authorized by the Park Superintendent.
- Renters understand that beer and/or wine is only available for the specified period of time set up at the time of rental.
- Beer and/or wine must be possessed and consumed within 100 feet of the rented facility.

**PLEASE NOTE!** You must inform the City of your intentions to have alcohol at your reservation. This allows us to set up uniformed officer to be present at the gathering. If any of the above conditions are not met, your rental party will not be permitted to possess or consume alcohol at your gathering. If you have any further questions you may contact the park office at (260)665-1588.