



HOW TO RENT A PARK SHELTER/AREA

Q: When am I first able to reserve a shelter or park area?

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 or park area?

A: The reservation fee for park Areas 1, 2, 4 and Guenther Picnic Area is \$50.00 for residents and \$100 for non-residents. The Lion's Pavilion, Kiwanis Family Pavilion in Upper Lake Park, Kolbach Park Shelter, Hill School Park Shelter, Veteran's Memorial Park Shelter, Bandshell Area, and the Kiwanis Pavilion (north of marina) are \$75.00 for residents and \$150 for non-residents. Rotary Park is \$100.00 for residents and \$200 for non-residents. The Coal Dock Park "Great Lawn" is \$200.00 for residents and \$400.00 for non-residents. 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, but a clean up bond will be required.

Q: Where are park shelters and areas available for renting?

A: The City of Port Washington has five covered shelters; the Lion's Pavilion, and the Kiwanis Family 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. Overlook Park in Upper Lake Park is suitable for campfires. The great lawn in Coal Dock Park is suitable for large gatherings.

Q: What is the capacity of the shelters?

A: The Lion's Pavilion, the Kiwanis Family 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 Parks & 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 www.portparkandrec.com

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 Parks & 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 Parks & 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 and Coal Dock 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 Parks & 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. and utilities must be marked at renters' expense. The other areas are not subject to this limit. Tents may only be erected in the authorized areas and each request approved by the Parks 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 five shelters. Rotary Park is the only shelter that requires the use of an adapter that can be obtained from the Parks & 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, Saturday or Sunday on 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. For Coal Dock Park, restrooms are located on South Wisconsin St. directly west of park entrance. Additionally, there are seasonal portable restrooms.

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 Parks & 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 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 www.portparkandrec.com, and look under Park Rental by Location or Month. Please call the office at 262-284-5881 to confirm.