

Lake Vista Pavilion Policy



Pavilion Rental Hours: 10:00 am to 10:00 pm

Fees and Rental Requirements: (Rental fees are due at the time of reservation)

The renter is defined as the legal adult who pays the rental fee and damage deposit using their credit/debit card, check or cash. Renter must be on the premises with permit at all times. **Resident fees** apply when the **renter's** primary residence is in Oak Creek.

- **Resident fees** for Monday - Thursday: \$30 p/hour (6 hr min)
- **Resident fees** for Friday - Sunday: \$475 p/day (No hourly rentals on Friday-Sunday or holidays) Holiday Resident rental fee \$525.00
- **Non-resident fees** for Monday-Thursday: \$60 p/hour (6 hr min)
- **Non-resident fees** for Friday-Sunday: \$700 p/day (No hourly rentals on Friday-Sunday or holidays) Holiday Non-Resident rental fee \$750.00

PLEASE NOTE: Access to the building is limited to the dates/times listed on the receipt. The daily fee **will be** charged for each additional day or partial day that you, a member of your rental party, or personal property is in the building, or equipment is set up/left up in the building or outside rental area, before or after the date(s) stated on your permit.

Security Deposits:

- A \$200 cash or credit card damage deposit is required for all rentals **on the day that the keys are picked up**. All fees are per day except Monday through Thursday rentals. We accept either CASH or CREDIT CARD for security deposits.
- Cash damage deposits will be returned upon receipt of the pavilion keys if there are no complaints regarding damage, cleanliness, etc.
- Damage to walls, ceilings, light fixtures, etc. from the use of tape, staples, thumb tacks, or decorations of any kind will result in the loss of security deposit. **The use of gum, confetti, paint, chalk, glitter, and silly string is prohibited. Balloons must be weighted down.**
- Pets are not allowed in the building. Having pets in the building will result in the loss of security deposit.

Cancellation Procedures

- 30 days or more prior to rental – 50% refund
- Less than 30 days prior to rental – 50% refund ONLY if facility is rented by another party
- Severe Weather – During severe weather and/or weather emergencies – Contact the office for refund or rescheduling options

Rental Policy and Procedures:

- A beer/wine permit is required for the consumption of beer and/or wine. No other alcoholic beverages are permitted. Beer/wine permit fee is \$25. The renter must be 21 or over (proof of age is required).
- Key Pickup/drop off: Pick up between 9 am & 3pm on the last business day prior to your event. Keys must be returned by 9AM on the first business day after your rental, to avoid being charged for additional day(s) rental fee(s).
- The renter is expected to clean all areas used & leave prior to the expiration of the permit.
- No STAKING of any sports equipment/nets.
- Use of tents/canopies and their specific location needs approval of the City of Oak Creek.
- Tents/canopies of any size CANNOT be staked down. If using a Tent Company they must have weights to posts.
- All garbage must be removed from the pavilion and placed in the **blue trash barrels** located outside the back door of the pavilion. Any garbage left in building or not placed in the proper barrels will incur additional fees.
- Any tent/canopy that is larger than 10'x10' (maximum size 30'x76') requires a permit from the City of Oak Creek. Tents larger than a 10'x10' must be placed in designated area.
- Parking is permitted in designated lots only. See rental info.
- Please be aware there is NO garbage disposal. DO NOT put garbage in sink.
- If your event is over the building capacity and is too large for the rental space, includes inside pavilion and patio, then a Special Event Application must be completed and reviewed by the City Clerk. The application can be found on oakcreekwi.gov under Government-Clerk-Special Events. Pavilions inside seating capacity is 45 Fire Capacity is 65 Additional seating on patio.

In the event that your event is cancelled due to [severe](#)** weather, we will be happy to help you reschedule provided you—

1. Contact the office the first business day after the cancellation during normal business hours (8 am – 5:00 pm Monday thru Friday) at 414-766-7920.

*** Severe weather is defined as weather resulting in a significant number of businesses and/or school closings in the Oak Creek area.*

For questions or reservations call the Leisure Services Assistant at 766-7920.

I have read and understand the above policies.

Signature

Date

This document must be signed, dated and returned prior to reservations being processed.