

Henry Miller Park 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. **Resident fees** apply when the **renter's** primary residence is in Oak Creek.

- Friday through Sunday:
 - Resident - \$175 year-round
 - Non-Resident - \$325 year-round
 - Monday through Thursday:
 - Resident - \$70 year-round
 - Non-Resident - \$125 year-round
- Holidays:
Resident: \$225.00
Non-Resident: \$375.00

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:

- \$100 damage deposit applies to ALL rentals, including service organizations. The only exceptions for City of Oak Creek events: i.e..Celebrations Committee.
- We accept either CASH or CREDIT CARD for damage deposits.
- 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, fasteners, or decorations of any kind will result in the loss of security deposit. Use of confetti or silly string is prohibited.

Cancellation Procedures

- Friday through Sunday including Holidays:
 - 30 days or more prior to the event: 50% refund.
 - 30 days or less prior to the event and the Department is able to secure a rental for the pavilion for the date of the cancellation; we will refund 50% of the rental fee to the original renter.
 - If the Department is not able to secure another rental for that date, the full fee is forfeited.
- Monday through Thursday: Non-refundable if canceled.

Daily Rental Fees for Service Organizations: Boy Scouts, Girls Scouts, etc.

- Available Monday through 12 noon on Friday. No charge/building as is.
- Friday after 12 noon, weekends & Holidays: Full rental price
- Damage deposit applies to all rentals.

Rental Policy and Procedures:

- A completed facilities request form and signed policy agreement is required. If applicable, insurance information must be submitted as soon as possible after your request.
- Once the rental has been approved you will receive your rental permit. A letter, Hold Harmless Agreement and Facility Use Information Form will be mailed closer to the rental date.
- You must complete and return the Hold Harmless Agreement when picking up the keys for the rental. Keys are to be used on the permitted date/time ONLY.
- Beer/wine permits are available to renters over the age of 21 for a \$25 fee. A beer/wine permit allows the consumption of beer/wine. No other alcoholic beverages are permitted.
- Your rental is only valid during the dates/hours on your permit. Additional per day rental fees will be charged for any person or equipment in building or equipment left in outside rental area before/after permit date.

Winter Pavilion Rental Information

- Pathways are plowed as soon as possible after public roads and walkways have been cleared. Please note that pathways may be snow covered and/or icy at times.
- Salt will be available for use as needed. Please use responsibly, salt can be detrimental to water sources, wildlife and plants.
- The heat in the pavilion is maintained at 60 degrees. It is raised to 68 degrees for paid rentals.
- Winter rental of the pavilion does not guarantee that ice will be available or safe for skating.

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.

X

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