

Lake Vista Rental Information

The Pavilion

- Rental Hours are from 10:00 AM to 10:00 PM
- Building capacity is 65 people. Seating capacity is 45. Facility has 3 garage doors on east side of building that open to accommodate additional outdoor seating.
- Pavilion: 970 square feet, includes a serving kitchen (275 square ft.) with refrigerator and area for catering hot boxes.
- Patio: 760 square feet with 4 picnic tables
- Pets are not allowed in the building.
- The building is air conditioned.
- There are 2 sets of restrooms. One with outdoor access only and is available to the public. One with indoor access for rental portion only. Restrooms are handicap accessible.
- 5 round tables and 45 chairs are available upon request.
- NO SMOKING in the pavilion.
- No fasteners/decorations of any kind are to be used on walls, ceiling, light fixtures, etc.
- Use of tents/canopies and their specific location needs approval of the Recreation Department.
- Tents CANNOT be staked down. Tent company must have weights to hold posts.
- Any tent/canopy that is larger than 10'x10' (maximum size 30'x76') requires a permit from the City of Oak Creek

Rental Fees

(Rental fees are due at the time of reservation)

- **Resident fees** for Monday - Thursday: **\$250 p/day Summer/\$25 p/hour (2 hr min) Winter***
- **Resident fees** for Friday - Sunday & Holidays: **\$475 p/day Summer/\$250 p/day Winter***
- **Non- resident fees** are double resident rates.

***A \$200 cash or credit card security 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.**

Cancellations:

- 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
- After hours/weekend cancellations – call (Jeff) at 333-9589

Rental Information

- **Security deposits** must be made with cash or credit. Security deposits are released after 12 noon on the next business day after rental.
- **Alcoholic Beverages:** A beer permit is required for the consumption of beer. No other alcoholic beverages are permitted. Beer permit fee is \$15. The renter must be 21 or over (proof of age is required).
- **Key Pickup/drop off:** Pick up between 9 am & 8 pm on the last business day prior to your event. Keys must be returned by 5PM on the first business day after your rental, to avoid being charged for additional day(s) rental fee(s).
- **Set up:** Must be done within the time/date of your permit to avoid additional charges.
- **Clean Up:** The renter is expected to clean all areas used & leave prior to the expiration of your permit.
- **Garbage:** All garbage can be left in receptacles.
- **Charcoal Disposal:** There is 1 hot coal bin on the west side of building by the bike racks. 1 is just south of the 3 sail shelters along the pathway.
- **Closing:** *Turn OFF lights, close & lock all windows, lock all exterior doors.*
- **Parking:** **Lot 1:** 29 spaces plus 3 handicap, located next to the pavilion. **Lot 2:** 90 spaces, located east of pavilion.
- **Problems:** If you need assistance on the weekend, or during non-office hours, call the Oak Creek Police Department at 414-762-8200. They will contact the appropriate personnel.
- **Public Access:** Outside rest rooms and playground structure are available to the public. A reservation gives renters exclusive use of the Lake Vista Park shelter and the picnic area east of the pavilion.
- **Snow:** Pathways are not plowed unless **4 inches or more** of snow have accumulated. The Access Roads may close during storms and/or due to blowing and drifting snow. In the event of winter weather warnings or advisories please contact the Recreation office during normal business hours or Jeff (414-333-9589) on weekends.

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 Parks Maintenance Supervisor at 414-333-9589 the day of the event.
2. 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 Recreation Office 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.