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 security deposit using their credit/debit card, check or cash. **Resident fees** apply when the renter's primary residence is in Oak Creek.

- **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.

**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 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 Winter* rentals. We accept either CASH or CREDIT CARD for security deposits.
- Cash security 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.
- 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
After hours/weekend cancellations – call (Jeff) at 333-9589

Rental Policy and Procedures:

- 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).
- 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 Recreation Department.
- Tents/canopies of any size CANNOT be staked down. If using a Tent Company they must have weights to posts.
- Any tent/canopy that is larger than 10’x10’ (maximum size 30’x76’) requires a permit from the City of Oak Creek.

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.