

Henry Miller Park Pavilion Policy

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

Rental requirements:

- Only legal adults may rent the facility.
- Friday through Sunday including Holidays:
 - Resident - \$125 Summer/ \$90 Winter
 - Non-Resident - \$250 Summer/\$180 Winter
- Monday through Thursday:
 - Resident - \$45 year-round
 - Non-Resident - \$90 year-round



Security Deposits:

- \$60 security 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 security deposits.
- 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.

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
- Security 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.

- Resident fees apply if renter:
 - Provides proof of residency
 - Completes and signs the facility request form and policy agreement
 - Makes payment using their credit card or check
- 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 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 permits are available to renters over the age of 21 for a \$15 fee. A beer permit allows the consumption of beer. 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 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.