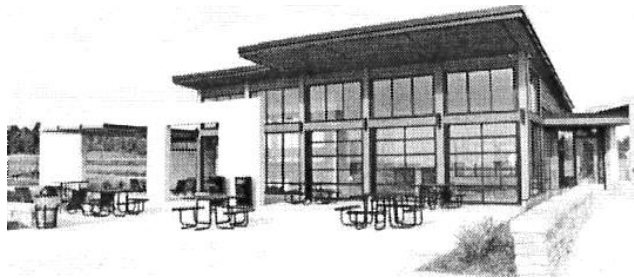


Lake Vista Rental Information



The Pavilion

- Pavilion Rental Hours: 10:00 am to 10:00 pm. Please Note: Entry to the building prior to start time listed on permit WILL result in denial/cancellation of future rentals. All decorating, set-up, and clean up must be done within your rental time.
- Building capacity is 65 people. Seating capacity is 45. Larger Special Events are welcome but will need to fill out a Special Event Application. Applications can be found on oakcreekwi.gov under Government-Clerk-Special Events.
- Facility has 3 garage doors on the east side of the building that open to accommodate additional outdoor seating from May 1 through October 31. (weather permitting)
- Pavilion: The main area is (27' x 34'), kitchen (18' x 12') with a sink, under-counter refrigerator and area for catering hot boxes – no stove or microwave.
- Patio: 40' x 35' with 4 picnic tables included with the reservation.
- Pets are not allowed in the building.
- The building is air conditioned and heated.
- 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 (60 inch) and 45 chairs are available. There are also 2 8ft rectangular tables. Tables and chairs are stored in the event space but renter will need to set up. Park staff does not set up tables and chairs.
- DO NOT MOVE STAINLESS STEEL TABLE FROM THE KITCHEN AREA
- There is NO garbage disposal. PLEASE DO NOT PUT GARBAGE IN SINK.
- NO SMOKING in the pavilion.
- No tape, staples, thumb tacks, or decorations of any kind are to be used on walls, ceiling, light fixtures, etc. use of confetti, glitter, paint, chalk, or silly string is prohibited. Balloons must be weighted down. Damage to walls, ceiling fixtures, etc. from the use of these items, will result in additional charges.
- Use of tents/canopies needs approval of the Administrative Services Coordinator.
- No STAKING of any sports equipment/nets, canopies or tents on any walkway or grassy area.
- Tent companies must use weights to secure posts. Tents larger than a 10'x10' must be placed in a designated area.
- Any tent/canopy that is larger than 10'x10' (maximum size 30'x76') requires a permit from the City of Oak Creek. Tents will be inspected by the fire department.
- Renter is responsible for wiping tables and counter tops, sweeping, mopping of any spills, wiping down kitchen area and removing all garbage, chairs need to be stacked and tables folded up and placed back into their original spot. **Not cleaning or any garbage left in the building or not placed in the proper receptacle will incur additional cleaning fees.**
- All garbage should be taken to the blue trash barrels outside at the southwest corner of the building. Any garbage not removed will incur a non-removal of garbage fee. T:\shared\admin\rentals & permit\policies-lake vista

- Charcoal Disposal: There is 1 hot coal bin on the west side of the building by the bike racks. 1 is just south of the 3 sail shelters along the pathway.
- The heat in the pavilion is set at 70 degrees.
- Amplified music and/or DJ are allowed inside the Lake Vista Pavilion only!
- There are 2 parking lots with a total of 109 spaces plus 3 handicap. Parking is permitted in designated lots only. Driving on walkways or patio is prohibited!
- There is No WIFI
- Inflatables are not allowed in the park.

RENTAL FEES

- *Resident* /fees for Monday - Thursday: \$30 per hour (6 hr min)
- *Resident* fees for Friday - Sunday: \$475 p/day (no hourly fee on Fridays, weekends, or holidays)
- Non- *resident* /fees for Monday -Thursday: \$60 per hour (6 hr min) **Holiday rental fee: \$525**
- Non-Resident/fees for Friday-Sunday: \$700 p/day (no hourly fee on Fridays, weekends, or holidays) **Holiday rental fee \$750.00**
- 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.

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

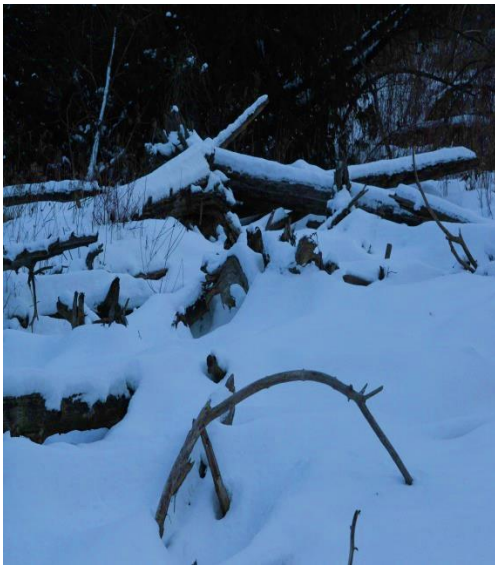
SPECIAL EVENT USE

- If an event is too large for the rental space, includes inside the 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. Reservation must be completed prior to filling out Special Event Application. Reservations are done by the Administrative Services Coordinator.
- Parking is permitted in all of the parking spaces, and along one side (south side only) of Lake Vista Parkway.
- No Vehicles can be driven in the park area, pathways, or grass.
- The rental includes the pavilion and the patio area outside. Lake Vista is a park and open to the public. A private event cannot take over the sidewalks and walking areas.
- The bathrooms on the South side of the pavilion are to be open to the public, as well as your guests.
- Stages are permitted on the East side of the pavilion in the grassy area, no stakes or anchors can be used. No permit is required.
- If you are renting a tent large than a 10'x10' you must apply for a permit. Tents can not be staked in either walkways or grass, they must be weighed down by water, sand, or other weight. Tents will be inspected by the fire department.
- Tents, tables, chairs, etc, need to be setup the day of the event, and taken down the day of the event unless pavilion is reserved by renter the day prior or after the event.

RENTAL EMERGENCIES

In case of rental emergencies please call Park Maintenance Supervisor Jeff Wendt at 414-333-9589.

Winter Rental Information



Lake Vista Pavilion is available for winter rentals. Please note that pathways are **Not Plowed** unless 4 inches or more of snow have accumulated.

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 the normal business hours (7:30am-3:30pm Monday -Friday) at 414-766-7905

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