



## Park Pavilion Rental Frequently Asked Questions

### **Q: How do I reserve a pavilion?**

**A:** Reservations can be made in person at our office during regular business hours of Monday through Friday from 7:30AM to 4:30PM or online at <http://activenet.active.com/janesvilleleisure>. Online reservations will begin on January 8<sup>th</sup>, 2018 for both residents and non-residents. We cannot take reservations over the phone, as you need to sign a waiver. There is a convenience fee for online reservations. Online reservation requests must be approved by staff after which time you will receive an e-mail notification indicating approval.

### **Q: How far in advance can I book a pavilion?**

**A:** In person reservations will be accepted beginning January 2nd, 2018 for Janesville residents, and January 8<sup>th</sup>, 2018 for non-residents. Online reservations will begin on January 8<sup>th</sup>, 2018 for both residents and non-residents.

### **Q: What is the time period pavilions can be reserved?**

**A:** Pavilions may be reserved for dates between April 15 and October 15 each year. Park hours are 5AM to 11PM (Exceptions: Palmer Park Hilltop and Lustig Park close at 9PM). Pavilion rentals can occur during these times but you will need to indicate the estimated rental time period including set up and clean up. We only allow one rental per pavilion or picnic grove each day. For online reservations, you must enter a 5AM starting time and a duration of either 18 (all except Palmer Hilltop and Lustig) or 16 hours (for Palmer Hilltop or Lustig), in order for the rental request to be valid.

### **Q: Can I "hold" a pavilion?**

**A:** We do not hold pavilions for any reason. Pavilions are rented on a first-come, first-serve basis.

### **Q: Can I get a refund for a cancellation or bad weather?**

**A:** Cancellations must be made a minimum of 3 days prior to the reservation date or the reservation fee will be forfeited. A \$10 cancellation fee applies to all reservation cancellations. No refunds are issued in the event of rain or bad weather.

### **Q: Do I need a key for the pavilion?**

**A:** A key is required for Palmer Park Hilltop Pavilion, Traxler Park Warming House, and Traxler Park Lions Pavilion. Keys must be picked up at the Parks & Recreation office during weekday office hours or before 4:30PM on Friday for weekend reservations and returned the following Monday before 4:30PM. A \$25 security deposit for the key must be paid at the time of pick up. The deposit must be cash or check. This deposit is returned to you upon return of key. If you do not pick up the key and City staff is called in after normal working hours, you will be invoiced for the overtime charges incurred.

### **Q: Can I have music or an inflatable jump machine?**

**A:** You may have music, including a disc jockey; however you must follow the established City noise ordinance and be courteous to other park patrons. Inflatable jump machines are allowed however it is suggested that you provide generators for both disc jockeys and inflatable jump machines to handle the electrical usage.

### **Q: Is alcohol allowed with a pavilion rental?**

**A:** Alcohol is prohibited by ordinance in all Janesville parks. However in 2013, the City Council passed an ordinance allowing beer/wine in the following restricted areas by permit only in conjunction with a pavilion rental. These include: Palmer Park Hilltop Pavilion, Riverside Park North Pavilion, Riverside Park South Pavilion, Traxler Park Lions Pavilion, and Traxler Park Warming House. A beer/wine permit must be completed and accompanied with a \$50 fee. This must be done a minimum of 3 days prior to rental date. The Police Department will be made aware of pavilion rentals including beer/wine permits issued.

### **Q: Are there grills near the pavilion and/or can we bring grills?**

**A:** There are charcoal grills located at each pavilion or picnic grove. You may bring in additional gas or charcoal grills if needed. It is your responsibility to make sure the grill fire is out and the used charcoal is cleaned out and not left at the park.

**Q: Do you have a map of the park?**

**A:** The Parks and Recreation office has maps of Palmer Park, Riverside Park and Traxler Park, which indicate locations of pavilions, picnic groves, and other amenities. We also have pictures of the pavilions available.

**Q: Am I allowed to set up tents or other shade structures near the pavilion?**

**A:** Yes, you may set up tents or other shade structures, but anything exceeding 10’x20’ must have a tent permit. Tent permits may be obtained in the Building Services Division on the 3<sup>rd</sup> floor of City Hall for a fee.

**Q: Is smoking allowed?**

**A:** Smoking is prohibited in all public buildings, such as pavilions, and also in open park spaces.

**Q: How do I get a bonfire permit?**

**A:** A bonfire permit application for use of the Palmer Park Hilltop area bonfire pit may be obtained from the Parks and Recreation office or city website. Bonfire permits are \$12 and the fee (payable to City of Janesville) must accompany the permit application. Send the application and the fee to Janesville Parks and Recreation Divisions. The bonfire permit application will be forwarded to the Fire Department for approval and the approved permit will be mailed to you prior to the date of your use of the pit.

**Q: Are pets allowed in the pavilion?**

**A:** Pets are not allowed in parks, including pavilions from May 15 to September 15.

**Q: Can I decorate or sign the pavilion?**

**A:** You can decorate the pavilion, but we ask that you use masking tape only. Please do not staple or nail anything in the pavilion. You may place signs in front of the pavilion or in the park indicating your event. It is your responsibility to remove all decorations and signs and dispose of these items prior to leaving the park. **Piñatas or metallic table confetti is not allowed in pavilions or picnic groves.**

**Q: What do I do if I have an issue the day of my pavilion rental?**

**A:** If you experience issues with your rental during non-office hours, please contact the non-emergency police department # at 608-755-3100 and they will contact the appropriate personnel.

**GENERAL PAVILION INFORMATION**

Pavilion	Address	Seating Capacity	Rental Fee Resident	Rental Fee Non-Resident
Palmer Park-West Pavilion (Entire Building)	2501 Palmer Dr.	200	\$150	\$195
Palmer Park- West Pavilion (Half of Building)*	2501 Palmer Dr.	100	\$90	\$115
Palmer Park-East Pavilion	2501 Palmer Dr.	75	\$115	\$140
Palmer Park-Hilltop Pavilion	2501 Palmer Dr.	30	\$55	\$65
Bond Park Pavilion	201 N. Oakhill Ave.	65	\$70	\$90
Courthouse Amphitheater/Roth Pavilion	51 S. Main St.	390	\$30	\$40
Lustig Park Pavilion	1500 River View Dr.	65	\$65	\$80
Peace Park Pavilion	2801 Rockport Rd.	75	\$110	\$135
Riverside Park-South Pavilion (Entire Building)	2200 Parkside Dr.	200	\$125	\$150
Riverside Park- South Pavilion (Half of Building)*	2200 Parkside Dr.	100	\$80	\$100
Riverside Park-North Pavilion	2200 Parkside Dr.	100	\$80	\$90
Traxler Park-Warming House	600 N. Main St.	50	\$105	\$135
Traxler Park-Lions Pavilion	600 N. Main St.	50	\$90	\$115
Picnic Groves – Palmer Park (6 groves)	2501 N. Palmer Dr.	4 picnic tables	\$30	\$40
Picnic Groves – Riverside Park (3 groves)	2200 Parkside Dr.	4 picnic tables	\$30	\$40

\*If you rent half of a pavilion, the other half could be rented.