



PICNIC SHELTER RESERVATION POLICIES AND GUIDELINES

RESERVATIONS: Must be made in person through the Leisure Services Office between the hours of 8:00 am and 5:00 pm, Monday to Friday. Reservations will be made to both resident and non-resident groups on a first-come first-served basis beginning the first business day of January. Recreation Supervisor or designee must approve all reservation requests; the Division reserves the right to refuse a reservation or permit to any individual or group. All rental fees must be paid in full at the time of reservation. We do not hold dates without full payment.

Reservations for shelters and pavilions may only be made for weekends in April. May 1st through the first weekend in October reservations are accepted daily. The park gates at Leeson and Big Hill Park will open at 8:00 am. City Parks close at 10:00 pm except for Big Hill Park which closes at 9:00 pm.

The Riverside Park pavilions and shelter are not available on July 4th. The City also has the discretion to block off any locations or dates for other city wide activities, safety, or other reasons. Please note that we make every effort possible to make you aware of any/all city, community, civic events that may affect your reservation date as quickly as we can. Thank you.

Facilities at the picnic shelters will include approximately eight (8) picnic tables which will normally accommodate groups of up to 80 people. The Leeson Park Pavilion will be supplied with approximately 16 picnic tables and will normally accommodate groups of up to 200 people. The arrangement of picnic tables is the responsibility of the renter. City employees will NOT be responsible for moving them. If rental groups move tables, they *must* be returned to their place of origin at the end of the event. The City does not rent out tables chairs, tents, etc.

SHELTERS:	# TABLES	CAPACITY	CITY OF БЕЛОIT RESIDENT FEE	NON-RESIDENT FEE	ELECTRICITY
BIG HILL UPPER	10	100	\$40	\$55	NO or Water
BIG HILL LOWER	10	100	\$40	\$55	NO or Water
HILLIARD PARK	10	100	\$40	\$55	LIMITED
HORACE WHITE GAZEBO	8	80	\$40	\$55	LIMITED
KRUEGER	10	100	\$40	\$55	LIMITED
LEESON (SMALL SHELTER)	8	80	\$40	\$55	NO
RIVERSIDE MIDLAWN	8	80	\$40	\$55	YES
SUMMIT	8	80	\$40	\$55	NO
US PRIDE	4	40	\$40	\$55	LIMITED

PAVILIONS:	# TABLES	CAPACITY	RESIDENT FEE	NON-RESIDENT FEE	ELECTRICITY
HARRY C. MOORE	8	80	\$125	\$135	YES
JONES	8	80	\$125	\$135	YES
LEESON	16	200	\$110	\$120	YES

Park Grounds Rental \$95 per day for Small Area (Less than 1 Acre) and \$205 per day for Large Area (Greater than 1 Acre)

- A \$30 processing fee will be charged for all returned checks and All fees listed include state tax (.055%)

PARK GROUNDS RENTALS: Shelter rentals are for the shelters and immediate grounds only. A parks ground fee of \$95/day or \$205/day is required for expanded use (i.e., tents, blow up attractions). Any desire to set up tents adjacent to or near any shelter requires a Park Grounds Rental Fee and a certificate of insurance including designate and coverage listed. Digger's Hotline (Alliant Energy-1-800-242-8511) must be notified by the permittee and is free to do.

Shelter reservations do not include ball fields or volleyball courts. These are used on a first come-first served basis. Any reservations of ball fields must go through the Recreation Supervisor at 608-364-2890, Ext.2.

BEER PERMITS: Are issued for Leeson, Big Hill, Telfer, Wootton, Summit, George Hilliard, Riverside Park, and the Krueger recreation area excluding the pool area. No Beer Permits for US Pride and Horace White Park. Beer permits are issued to City of Beloit Residents ONLY at the Leisure Services Office (Monday-Friday) at no cost. Permits must be obtained at least 24 hours in advance of the reservation date. The permit includes beer/malt beverage cooler and wine; no hard liquor. Permits are valid only for the date, time and place specified. You do not have to reserve a picnic shelter to obtain a permit to drink in a City park. However, you MUST have a permit to drink in any City park. Obtaining a beer permit does not give you the right to use a shelter without a reservation. Permittee must be present and have permit with them at all times. If permittee leaves the park, all drinking MUST STOP!

SPECIAL EVENT PERMITS: Permits can be obtained from the Leisure Services Office (608-364-2890 Ext. 2) when an organized group wants to sell, possess and/or consume beer in those parks designated by City Ordinance.

LOUD NOISE ORDINANCE: Any use of a group's own loudspeakers, amplification equipment, or other devices causing considerable noise may be used in either Leeson Pavilion or at Riverside Park (Jones, Moore Pavilion and Mid-lawn Shelters). Amplification devices are not permitted in any of the other parks. Any use of the parks must not detract from the enjoyment by other park patrons. Please refer to the City's Noise Ordinance for further details.

PERMIT ISSUES: Picnic shelter permit holders are encouraged to carry their Shelter Permit. A copy of the Permit will also be posted at the reserved shelter. We are aware that it is possible that even though your picnic shelter has been paid for and posted by our Parks Patrol, other people choose to ignore the posting and may be using your reserved shelter upon your arrival. You may attempt to show your Permit to the infringing party in hopes that they will respect the fact and leave. However, if they do not, please call the Beloit Police Department's non-emergency number at (608) 757-2244 to report your problem.

****IF YOU HAVE A PROBLEM DURING YOUR RENTAL OR ARE IN NEED OF ASSISTANCE, PLEASE CALL THE WEEKEND SUPERVISOR'S NUMBER: 608-364-2929.***

REFUND POLICY: After a permit is issued, a partial refund is available up to seven (7) days prior to the reservation date. A \$15.00 service fee will be retained. All fees will be retained for all cancellations which are less than seven (7) days prior to reservation date. Rained-out dates will not be refunded. However, a second date can be reserved without charge if applied for within 2 business days.

PARK SHELTER RENTER RESPONSIBILITIES: Groups holding permits are required to leave picnic grounds in a clean and orderly condition. Any out of the ordinary work required by Parks and Grounds Division Personnel to clean the picnic area following use by a group will be billed to the person renting the facility on a cost basis.

No party reserving a picnic shelter has the authority to drive into a park or up to a shelter to unload or load their picnic items (food, etc.). "No unauthorized vehicles" parking signs are posted. There will also be no parking of vehicles on grassy areas surrounding picnic shelters especially at the Harry C. Moore Pavilion at Riverside Park.

****RESTROOMS IN БЕЛОIT'S CITY PARKS WILL BE CLOSED APPROXIMATELY OCTOBER 15TH OF EACH YEAR.***