

TELFER PAVILION RENTAL RATES: PLEASE CALL 364-2890 EXT. 1 FOR MORE INFORMATION

<u>CITY OF BELOIT RESIDENT</u>	<u>NON-RESIDENT/BUSINESS (GENERATING PROFIT)</u>
1-199 people = \$240 plus \$125 Deposit = \$365.00 _____	1-199 people = \$305 plus \$175 Deposit = \$480.00 _____
200-500 people = \$360 plus \$125 Deposit = \$485.00 _____	200-500 people= \$410 plus \$175 Deposit = \$585.00 _____
501-1000 people = \$410 plus \$175 Deposit = \$585.00 _____	501-1000 people = \$490 plus \$175 Deposit = \$665.00 _____
1000+ people = \$490 plus \$175 Deposit = \$665.00 _____	1001+people = \$565 plus \$175 Deposit = \$740.00 _____
2 ND DAY RENTAL 25% = 1-199 = \$180.00 _____	2 ND DAY RENTAL 25% = 1-199 = \$228.75 _____
2 ND DAY RENTAL 25% = 200-500 = \$270.00 _____	2 ND DAY RENTAL 25% = 200-500 = \$307.50 _____
2 ND DAY RENTAL 25% = 501-1000 = \$307.50 _____	2 ND DAY RENTAL 25% = 501-1000 = \$367.50 _____
2 ND DAY RENTAL 25% = 1001+ = \$367.50 _____	2 ND DAY RENTAL 25% = 1001+ = \$423.75 _____
3 RD DAY RENTAL 35% = 1-199 = \$156.00 _____	3 RD DAY RENTAL 35% = 1-199 = \$198.25 _____
3 RD DAY RENTAL 35% = 200-500 = \$234.00 _____	3 RD DAY RENTAL 35% = 200-500 = \$266.50 _____
3 RD DAY RENTAL 35% = 501 - 1000 = \$266.50 _____	3 RD DAY RENTAL 35% = 501- 1000 = \$318.50 _____
3 RD DAY RENTAL 35% = 1001+ = \$318.50 _____	3 RD DAY RENTAL 35% = 1001+ = \$367.25 _____

RESIDENT RATES: City of Beloit resident; Beloit non-profit organizations or groups whose service base is within the City of Beloit; any corporation or organization located within City of Beloit who desire to use the Pavilion for a company picnic or recreational event for the employees.

NON RESIDENT RATES: Any group or person not located or residing in the City of Beloit; any group using the Pavilion for business purposes to generate a profit.

EDWARDS PAVILION RENTAL POLICY AND GUIDELINES

- All reservations must be made in person through the Parks & Rec Office located at 2351 Springbrook Ct. Beloit, WI 53511. The office hours are Monday-Friday, 7:00 am - 4:00 pm. Telephone: 364-2890 Ext.1. The Recreation Supervisor or designee must approve all reservation requests; Parks & Leisure Services Division reserves the right to refuse a reservation or permit to any individual/group.
- Rental of Edwards Pavilion begins in May until approximately the first weekend of September (varies according to hockey season). Reservations for the following year may be made and paid for no sooner than one year in advance of the current year rental date OR at the time of key return. We will operate on a first-come, first-served basis. *Full payment is due at the time of reservation.*
- All Special Event groups reserving Edwards Pavilion will be required to present a Certificate of Insurance.
- A beer permit is required for groups desiring to consume beer and permittee must be present at the Pavilion while beer is being served. Application for the permit is available through the City of Beloit Parks and Recreation Dept. Monday through Friday 7:00 to 4:00 at no charge to City of Beloit residents ONLY. Permits must be processed at least 24 hours in advance of the rental date. Please bring a current form of ID for the permit.
- Any use of loudspeakers, amplification equipment, or other devices causing considerable noise may only be used through advance approval from the Recreation Supervisor. Any use of the Pavilion must not detract from the enjoyment of the park by other park patrons or area residents. Any group having a band for musical entertainment must have approval by the Recreation Supervisor; please see attached Noise Ordinance.
- Approximately 20 picnic tables are available for use. Some banquet tables and folding chairs are also available.
- No group is allowed to open or close or pull the tarps for any reason. If this occurs, your group/organization may forfeit all of the clean-up/damage deposit refund. No group/individuals are to operate any City of Beloit equipment located on the premises. Failure to abide by these rules will forfeit the deposit amount.

- *Inflatables (Bouncy Houses, etc.) and digging are no longer allowed in any City of Beloit Park.*
- Groups holding permits are required to leave the Pavilion and grounds in a clean and orderly condition. (Please see Clean-Up Checklist. Any items not completed will result in the stated deduction amounts on the Clean-Up Checklist.
- The City of Beloit will provide two (2) refuse dumpsters. These are located outside in the N.E. corner of the parking lot. All groups will be required to dispose of their refuse in the dumpsters relative to the Clean-Up Checklist.
- Disposal of grease on the park premises as a result of cooking is prohibited. Organizations or groups caught disposing of grease illegally could be subject to a substantial fine. All groups must make their own arrangements for proper disposal of grease. Please see that no grease is spilled on the pavilion floor, apron or sidewalks. Use a mat of some kind under grills/barbecues to prevent this from happening. A fee may be assessed if grease is spilled on any of the above mentioned surfaces. There are coals ONLY receptacles in the parking lot.
- If your weekend rental has any problems/concerns while using the Pavilion, please call 608-364-2929.
- A partial refund is available up to 7 days prior to the reservation. A \$50.00 service fee will be retained. All fees will be retained for all cancellations which are less than 7 days prior to the reservation date. NO refunds will be made for rain or inclement weather.
- \$30.00 processing fee will be charged for all checks returned to us for any reason.
- Keys to the Pavilion can be picked up at 2351 Springbrook Court; Monday-Friday from 7:00 am to 4:00 pm. Keys must be returned to the Park & Rec Office the next business day. The Office is closed on weekends & holidays.

