City of Racine

PAVILION RENTALS

Parks, Recreation & Cultural Services

800 CENTER STREET, RM. 127
RACINE, WI 53403

(262) 636-9131
CITYOFRACINE.ORG/PARKSREC/
prcs@cityofracine.org
PAVILION RESERVATION GENERAL INFORMATION

To Reserve a Pavilion

- Reservations for seasonal rentals open the first business Monday in January.
- Pavilions are open from May 1 through October 15 as weather permits, from 8 a.m. to 10 p.m.
- Call PRCS at (262) 636-9131 for pavilion availability.
- Reservations are accepted at the PRCS office, Monday-Friday from 8 a.m. - 4:30 p.m. or by emailing an application to prcs@cityofracine.org (credit card payment by phone accepted).
- Reservations are taken on a first-come, first-served basis a minimum of 14 days in advance of rental date.
- No reservation requests will be accepted less than 3 days before the rental date.
- A $25 late fee will apply to any reservations made within 14 days of rental date.
- Full payment of required fees is needed to reserve site.
- PRCS accepts cash, check, MasterCard & VISA. PLEASE NOTE: Checks will not be accepted for requests submitted under 14 days before rental date.

See page 7-9 for rental fees and policies.
Lincoln Park, 2200 Domanik Dr., is an ADA accessible, 25-acre community park located in the western portion of the City along the Root River. Existing facilities include a baseball diamond, a playfield, a playground (sand surface), restrooms, a picnic area, a shelter, a canoe launch, and fishing. The park contains 11 acres of primary environmental corridor with a portion of the Root River Pathway and the Wisconsin Department of Natural Resources Steelhead Facility located within. The shelter is tucked away near a wooded area on the far west side of the park. This park does not lack in open space, offering abundant open area for play and leisurely walks along the Root River.

The pavilion is available for exclusive private use through rental. Maximum capacity: 75. The following amenities are provided with a paid rental: Access to restrooms, a malt beverage group consumption permit, an amplified sound permit, one double 20 amp outlet, and approximately 10 chain-linked picnic tables. Non-metered street parking is available.
Lockwood Park, 4300 Graceland Blvd., is a fully ADA accessible, 38-acre community park located in the western portion of the City. Existing facilities include one ball diamond, a playfield, a playground, a basketball court, five tennis courts, a sledding hill, picnic areas, restrooms, and a small pond for fishing. This is a large, very active park that accommodates practices for youth football, soccer and cross-country running. There are three shelters on the premises: one available for rent and the other two on a first-come, first-served basis.

The main rentable pavilion has a maximum capacity of 75. The following amenities are provided with a paid rental: Access to restrooms, an amplified sound permit, one double 20 amp outlet, and approximately 10 chain-linked picnic tables. Alcohol is not permitted in this park. A large lot with free parking is available.
Pierce Woods Park, 3616 Pierce Blvd., is an ADA accessible, seven-acre neighborhood park located in the southern portion of the City. The park lies just southwest of the Humble Park Community Center. Existing facilities include a playground (sand surface), a shelter, a picnic area, and restrooms. The park is positioned within an isolated natural resource area consisting of abundant woodlands. This is a peaceful neighborhood park providing plenty of space to toss a Frisbee or take a leisurely walk. Chain-linked picnic tables are placed underneath the pavilion as well as just immediately outside to accommodate both sun and shade lovers. Maximum shelter capacity: 75.

The pavilion is available for exclusive private use with a paid rental. Rentals include the following amenities: approximately 13 chain-linked picnic tables, access to restrooms, a malt beverage group consumption permit, amplified sound permit, and one double 20 amp outlet. Street parking is available.
WEDDINGS

Lincoln, Lockwood and Pierce Woods park pavilions may be rented for wedding ceremonies and receptions. These locations are best suited for large ceremonies offering a pavilion with electricity, picnic tables, restrooms and sufficient parking.

North Beach and Myers Park gazebos are also available for small ceremonies. Both of these locations offer views of Lake Michigan.

**North Beach Gazebo**, 1501 Michigan Blvd., is located within North Beach Park at the top of a hill overlooking the public beach area. Please note that North Beach is a highly active park on weekends from April - September and the possibility of large crowds in the area is high. While every effort is made to avoid scheduling weddings during public events, we are unable to guarantee that a conflict won’t occur. Please see the Cancellation Policy on page 9. The gazebo may be rented for a three hour period. Placement of rentable structures is not permitted.

**Samuel Myers Park Gazebo**, 1 Eleventh St., is located at Samuel Myers Park at the corner of Pershing Drive and Eleventh St. The gazebo overlooks a quiet Lake Michigan inlet and the park’s nature trail & butterfly gardens. The park is accessible from the Lake Michigan Pathway and offers sites for picnicking, so will see foot and vehicle traffic during peak season. Parking is limited to a gravel area along the lakefront. The gazebo may be rented for a 3 hour period and placement of structures is not permitted.

**Beach Weddings**

City of Racine North and Zoo Beaches are free and open to the public. Beach area is unable to be reserved for private events. Weddings are allowed on a first-come, first-served basis with some restrictions: Areas may not be cordoned off and structures may not be placed on the beach area. Please note that City of Racine beaches are highly active areas that attract large crowds during peak season. Privacy cannot be guaranteed.
# PAVILION RENTAL FEES

**Season: 5/1 to 10/15**

## GAZEBOS

<table>
<thead>
<tr>
<th>Gazebo</th>
<th>PER</th>
<th>RES</th>
<th>NON-RES</th>
<th>DEPOSIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Myers Beach Gazebo * ** ***</td>
<td>Day</td>
<td>$75</td>
<td>$115</td>
<td>$100</td>
</tr>
<tr>
<td>North Beach Gazebo * ** ***</td>
<td>Day</td>
<td>$75</td>
<td>$115</td>
<td>$100</td>
</tr>
</tbody>
</table>

## PAVILIONS (Includes 30x30 area in front of)

<table>
<thead>
<tr>
<th>Pavilion</th>
<th>PER</th>
<th>RES</th>
<th>NON-RES</th>
<th>DEPOSIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hantschel * **</td>
<td>Day</td>
<td>$100</td>
<td>$150</td>
<td>$100</td>
</tr>
<tr>
<td>Heck * **</td>
<td>Day</td>
<td>$100</td>
<td>$150</td>
<td>$100</td>
</tr>
<tr>
<td>Island*</td>
<td>Day</td>
<td>$125</td>
<td>$185</td>
<td>$100</td>
</tr>
<tr>
<td>Johnson Park (Contact the PGA at 262/637-2840 for rental info)</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Lincoln</td>
<td>Day</td>
<td>$125</td>
<td>$185</td>
<td>$100</td>
</tr>
<tr>
<td>Lockwood **</td>
<td>Day</td>
<td>$125</td>
<td>$185</td>
<td>$100</td>
</tr>
<tr>
<td>Matson * **</td>
<td>Day</td>
<td>$100</td>
<td>$150</td>
<td>$100</td>
</tr>
<tr>
<td>Pershing Boat Launch * ** ***</td>
<td>Day</td>
<td>$100</td>
<td>$150</td>
<td>$100</td>
</tr>
<tr>
<td>Pierce Woods</td>
<td>Day</td>
<td>$125</td>
<td>$185</td>
<td>$100</td>
</tr>
<tr>
<td>Solbraa* **</td>
<td>Day</td>
<td>$100</td>
<td>$150</td>
<td>$100</td>
</tr>
</tbody>
</table>

*Except where prohibited by City Ordinance, private park rentals include a permit for group malt beverage consumption and amplified sound. Petition of neighboring residences may be required for amplified sound use.*

*No electricity*

**Alcohol prohibited**

***Amplified sound prohibited***

## OTHER FEES

<table>
<thead>
<tr>
<th>Fee</th>
<th>Per</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Fee</td>
<td>Reservation</td>
<td>$25</td>
</tr>
</tbody>
</table>

(Reservation requests submitted less than 14 days in advance. No reservations accepted under 3 days)
PUBLIC PARK POLICIES & PROCEDURES OF USE

CORONAVIRUS POLICIES
- Per City of Racine ordinance, all persons are required to wear a cloth face covering in any outdoor public space when within six feet of any other person who is not a member of the person’s family or household.
- Per the Safer Racine ordinance, outdoor gatherings in a public space may be restricted to 50% capacity on premise if social distancing of six feet can be maintained. City of Racine PRCS restricts gathering to 40 people.
- Renters are responsible for supplying personal protective supplies for event guests (hand sanitizer, disinfectant, masks, etc.).
- The City of Racine does not disinfect outdoor facilities or equipment.

ALCOHOL
- Intoxicating beverages are prohibited in City of Racine parks, except in certain rented areas with a Malt Beverage Group Consumption Permit.
- Permits for group consumption of malt beverages are issued with pavilion rentals at Island, Johnson, Lincoln and Pierce Woods parks only.
- Renter must be 21 years of age and present a valid ID at the time of issuance.

ANIMALS/PETS
- Animals are prohibited in City of Racine park pavilion, picnic, playground, and beach areas.
- Dogs are permitted in N. Owen Davies Dog Park and Johnson Park Dog Run.
- Leashed dogs are permitted on recreational pathways.

REQUEST DEADLINES
- Requests for pavilion rentals are due a minimum of 14 days before scheduled event.
- A late fee will apply to all requests submitted less than 14 days before event.
- Requests will not be accepted less than 3 days before event.

BOAT LAUNCH PAVILION
- The following are prohibited when using this location:
  - Carry-in of alcohol
  - Amplified sound
  - Parking in the Pershing Boat Launch and Festival Hall parking lots
  - Grilling

CAMPING/BUSINESS TRANSACTIONS
- Camping and transacting business in City of Racine public parks is prohibited.

CANCELLATION
- Cancellation up to 14 days before reservation will incur a 20% administrative fee.
- No refunds will be given for cancellations under 14 days before reservation.
- All deposits will be returned in full provided compensation for reservation agreement violations is not required.

CLEAN UP
- Renter will be billed for costs incurred should facilities require extra cleanup and/or repair of damages after a rental.
- Renters are required to provide 50-gallon plastic trash can liners to be used with provided trash cans.

CONDUCT/SUPERVISION
- The renter is responsible for the conduct of attending guests and must be present for the duration of the reservation.

DECORATIONS
- The following items are prohibited in decorating
  - Nails, tacks, staples, command strips, screws
  - Live flame candles/lanterns
  - Dance wax, glitter, confetti
  - Helium or live flame inflatable launches
- All decorations must be removed and disposed of immediately following the event.

ELECTRICAL
- Pavilion electrical service is available with a rental at Lincoln, Lockwood and Pierce Woods parks (one double 20 amp outlet). All other locations are without electricity.
- Staff is not available to reset tripped electrical service breakers.
EXCLUSIVE USE AREAS
- Exclusive use of rented areas is restricted to the pavilion and a 30 x 30 ft. area in front of the patio. All other areas are to remain accessible and open to the public.
- PRCS reserves the right to book adjoining athletic facilities for use by sports teams.
- Pavilion renters may be required to share restroom facilities in the event of a sports rental.
- Rental cancellation policy will apply.

FIRES/GRILLS
- Fires are prohibited except when made in and confined to a grill for food preparation. (Grilling restrictions may apply to certain locations.)
- Grills are not provided by the City of Racine, but may be brought in by the renter.

HOURS
- Parks & pavilions are available for use from 8:00 a.m. to 10:00 p.m. unless otherwise approved by the Board of PRCS.

KEYS
- If keys to the restrooms are provided, renter is responsible for key pickup/return and for locking facilities before leaving event.
- Keys are picked up the business day prior to the reservation and returned the first business day following.
- Keys may be obtained/returned at the PRCS office, 800 Center St, Room 127; Monday – Friday; 8 a.m. to 4:45 p.m.
- Staff is not available to unlock/lock facilities for renters.

MUNICIPAL CODE
- The renter and their guests are required to comply with all applicable state statutes and municipal codes.

MUSIC/NOISE
- Excessive noise is prohibited by City of Racine ordinance. An amplified sound permit may be available with a rental at some locations. Petitioning of area residents may be required.

GAZEBOs
- Gazebo rentals do not include exclusive private use of the surrounding area.
- Gazebo rentals are located in areas used for large public events; parking may be limited and crowds may be present.

PARKING
- Parking and driving on the grass or recreational paths is prohibited.
- Parking is prohibited during park closed hours unless otherwise noted in Sec. 70-104 of the municipal code.

PAYMENT
- Full payment of fees and deposits is due at the time of the reservation.
- Reservations less than 14 days before event may be paid with credit card or cash only.

PERMITS
- Rental permits are non-transferable and sub-leasing is not permitted.
- Renter should have permits on hand for duration of reservation to ensure first rights to facilities.

REVOCATION OF PERMIT/FUTURE USE
- The Director of PRCS may deny or cancel use of facilities, or revoke a permit at any time. Such determination may be appealed to the Board of PRCS.
- Any group failing to conduct its function consistent with these policies and procedures may be denied subsequent use.

STRUCTURES/EQUIPMENT
- Structures, temporary or permanent, may not be erected in public parks. This includes, but is not limited to: inflatables, portable toilets, canopies larger than 10x10 ft., tents, play structures or equipment, stages, platforms, fencing, music equipment, etc. Security deposits may be retained if such structures are erected.

WATER
- Hose connections to public water supply are prohibited.

WEAPONS/EXPLOSIVES
- Firearms and other dangerous/deadly weapons are prohibited in or on City of Racine PRCS premises, except when used by law enforcement.
- Possession or discharge of explosives or fireworks on City of Racine public grounds is prohibited.
CITY OF RACINE PARK PAVILION RESERVATION APPLICATION

Reservations available by:
- Visiting City of Racine PRCS office, 800 Center St, Room 127, Racine WI. Monday - Friday, 8 a.m. to 4:30 p.m.
- Emailing application to prcs@cityofracine.org (credit card payment by phone accepted)
- Calling (262) 636-9131 for assistance

STEP 1: SELECT A PAVILION

☐ Lincoln Park, 2200 Domanik Dr. ☐ Pierce Woods, 3616 Pierce Blvd.
☐ North Beach Gazebo, 1501 Michigan Ave.
☐ Lockwood Park, 4300 Graceland Blvd. ☐ Myers Park Gazebo, 1 Eleventh St.
☐ Other: ____________________________

STEP 2: APPLICANT/RESERVATION INFORMATION

Day/Date of Reservation: ____________________________ Start Time: ________ End Time: ________ Expected Attendance: ________

Purpose (i.e. family reunion, birthday party, etc.): ____________________________ Organization (if any): ____________________________

Applicant’s Name: ____________________________ Applicant’s Telephone #: ____________________________

Applicant’s Address: ___________________________________ City: ________ St: ________ Zip: ________

Applicant’s Email: ____________________________

Alternate Contact Name: ____________________________ Alternate Phone: ____________________________

STEP 3: DEPOSIT REFUND INFORMATION

☐ Applicant listed above.
☐ Other (complete information below)

Make refund check payable to: ____________________________

Street Address: ___________________________________ City: ________ St: ________ Zip: ________

STEP 4: VERIFICATION/RELEASE OF LIABILITY

The applicant hereby certifies that all of the information provided above is true and correct to the best of his/her knowledge & understands falsification of information may result in termination of use/permit, revocation of partial or full deposit refund and furthermore could result in denial of future use of City parks &/or PRCS facilities. Applicant also certifies he/she has read & understands the park picnic policies & procedures.

The applicant hereby agrees to hold harmless and indemnify the City of Racine, its department, commissioners, officers, agents and employees in and from claims, actions, and judgements arising from personal injury or property damage caused by or resulting from the use of the park facility for which the permit is granted.

__________________________________________
Signature of Applicant & Responsible Adult Date

STAFF ONLY:

Date of application: __________ HH#: ____________________________ Rcpt#: __________ Clerk: __________