

2024 CITY OF JANESVILLE PARK PAVILION/PICNIC GROVE RENTAL FORM

LOCATION	Resident Fees*	Non-Resident Fees*	Capacity (8 per 8' table)
BOND PARK [] Entire Building	\$70.00	\$90.00	65
COURTHOUSE AMPHITHEATER/ MARVIN ROTH PAVILION []	\$30.00	\$40.00	390
LUSTIG PARK [] Entire Building	\$65.00	\$80.00	65
LIONS BEACH PAVILION* [] Entire Building	\$70.00	\$80.00	35
*Pavilion only available for reservation during the beach season (May 27 – Sept. 4).			
PALMER PARK			
[] West Pavilion – North Half	\$110.00	\$135.00	100
[] West Pavilion – South Half	\$110.00	\$135.00	100
[] WEST PAVILION – ENTIRE BLDG.	\$165.00	\$205.00	200
[] East Pavilion	\$135.00	\$170.00	75
[] Hilltop Pavilion	\$80.00	\$90.00	30
PALMER PARK PICNIC GROVES #1, #2, #3, #4, #5, #6 (Permanent grove of 4 picnic tables)			
[] Grove # _____	\$30.00	\$45.00	4 Tables
Picnic Groves provide trash barrel and grill – no shelter, drinking water, rest rooms or electricity			
PEACE PARK PAVILION [] Entire Building	\$135.00	\$165.00	75
RIVERSIDE PARK			
[] South Pavilion – North Half	\$95.00	\$120.00	100
[] South Pavilion – South Half	\$95.00	\$120.00	100
[] SOUTH PAVILION – ENTIRE BLDG.	\$145.00	\$175.00	200
[] North Pavilion	\$115.00	\$125.00	100
RIVERSIDE PARK PICNIC GROVES #1, #2, #3, #4 (Permanent grove of 4 picnic tables)			
[] Grove # _____	\$30.00	\$45.00	4 Tables
Picnic Groves provide trash barrel and grill – no shelter, drinking water, rest rooms or electricity			
TOWN SQUARE WEST (May not be reserved more than 90 days in advance for private rentals)			
JP Cullen Memorial Pavilion []	\$65.00	\$75.00	36 (6-6ft. tables)
TOWN SQUARE EAST (May not be reserved more than 90 days in advance for private rentals)			
Cope-Ryan Memorial Pavilion []	\$50.00	\$75.00	24 (4-6ft. tables)
TRAXLER PARK			
[] Warming House	\$160.00	\$190.00	50
[] Lions Pavilion	\$110.00	\$140.00	50

***PAYMENT MUST ACCOMPANY PERMIT OR RESERVATION WILL NOT BE HONORED.**

APPLICANT NAME: _____ PHONE: _____

GROUP NAME _____

TYPE OF GATHERING: _____ NO. EXPECTED _____

ADDRESS: _____ CITY _____ ZIP _____

E-MAIL ADDRESS: _____

DATE OF EVENT: _____ TIME OF EVENT: FROM: _____ TO: _____

JANESVILLE PARKS AND RECREATION DIVISIONS, 18 N. JACKSON ST., P.O. BOX 5005, JANESVILLE WI 53547-5005

PHONE: (608) 755-3030 Website: www.janesvillewi.gov/pavilions

REGULAR OFFICE HOURS: 7:30 A.M. TO 4:30 P.M., MONDAY-FRIDAY

1. Reservations will be accepted beginning Tuesday, January 2, 2024 for City of Janesville Residents, and on Monday, January 8, 2024 for non-residents (living outside corporate city limits of Janesville), for dates between April 13, 2024 and October 13, 2024 (unless otherwise noted) on a first-come, first-served basis. **Please note: The J.P. Cullen Memorial Pavilion on Festival Street and the Cope-Ryan Memorial Pavilion in East Town Square may be reserved a MAXIMUM of 90 days in advance for private rentals.**
2. Reservations must be made a minimum of 5 days in advance and must be made in person at the Parks and Recreation Divisions office or online at <http://activenet.active.com/janesvilleleisure>. Online reservations will be accepted beginning January 8, 2024 for residents and non-residents and must be approved by our office. Telephone reservations will be accepted only in cases of hardship as determined by the Recreation Division. Telephone reservations must be paid by credit card.
3. **Cancellations must be made at least 3 business days prior to the reservation date or the reservation fee will be forfeited. A \$10 cancellation fee applies to all reservation cancellations.**
4. Reservations are posted in the pavilion for the upcoming week. However, **this permit should be in the possession of the applicant during the reservation period.**
5. If you experience **any problem** with your reserved facility during non-office hours, **call (608) 921-4963 for assistance.** Parks and Recreation Divisions office hours are 7:30 A.M. to 4:30 P.M. Monday –Friday. Office phone number is (608) 755-3030.
6. For additional information regarding pavilion rentals, visit the following link to the City website:
<https://www.janesvillewi.gov/departments-services/public-works/parks-division/pavilion-reservations>

PARK REGULATIONS

1. City park hours are from 5:00AM TO 11:00PM (Except: Palmer Park Hilltop area and Lustig Park close at 9:00PM).
2. Drinking or possession of intoxicating beverages is **prohibited by ordinance in all Janesville parks.** Beer/wine is allowed in the following restricted park areas by permit only in conjunction with a pavilion reservation. These areas include: Palmer Park Hilltop Pavilion, Riverside Park North or South Pavilions, Traxler Park Lion's Pavilion, Traxler Park Warming House and J.P. Cullen Memorial Pavilion on Festival Street. For processing, complete the permit application, sign and mail or drop off in person to the address provided to be received at least five (5) working days prior to the pavilion reservation date. A \$50 fee is required to process the permit application and payment must accompany the application. A \$10 cancellation fee applies to all permit cancellations.
3. Pets are prohibited in parks from May 15 to September 15.
4. Parks may not be used by any person or organization for financial gain (See City ordinance 12.62.010 for exceptions).
5. Bounce houses are not allowed.
6. Parking or driving on grass is prohibited.
7. Moving picnic tables in or out of the pavilion is NOT allowed.

KEY REQUIREMENTS

A key is required for the Palmer Park Hilltop pavilion, Traxler Park Warming House, and the kitchen at Traxler Park Lion's pavilion. **Keys must be picked up at the Parks & Recreation office before 4:30 on Friday for weekend reservations and returned the following Monday. If you do not pick up your key during regular office hours and City staff is called to provide you with a key, you will be invoiced for any overtime charges incurred as a result of this service. If you do not return your key by the next business day following your rental, you will be invoiced for any charges associated with key replacement. Keys may also be dropped in the locked drop box outside City Hall in an envelope with your name on it during the weekend.**

CLEAN-UP REQUIREMENTS

1. The applicant agrees to maintain and restore all areas and facilities to the proper condition, and further agrees to pay additional fees for damages or extra time required to clean and restore facility, as determined by the Janesville Parks Division, including excess food clean up. *Piñatas and table confetti are NOT allowed in pavilions and picnic groves.*
2. **Masking tape is the only acceptable fastener to be used on any surface.** Scotch tape, thumb tacks, nails, or similar fasteners shall not be used. **All tape and decorations are to be removed prior to departure.**

I, the Applicant, agree to comply with all park regulations and special conditions imposed in conjunction with the issuance of this permit and certify that the permit is correct and complete. I understand that I am responsible for any damages to the facility or equipment and agree to leave the facility in a clean and orderly condition. I further agree to release and save harmless the City of Janesville, its employees and agents from any and all liability as a result of this event or permit.

SIGNED _____ DATE: _____