

LAKESHORE PARK 4 SEASONS BUILDING POLICIES AND PROCEDURES

Rental of the Lakeshore Park 4 Seasons Building is subject to all local municipal ordinances in addition to all rules and regulations referenced here. It is the responsibility of the renter to familiarize themselves with all ordinances. Renters must be 21 years of age or older.

Reservations

Individuals, organizations and/or groups may reserve the Lakeshore Park 4 Seasons Building. Reservations are on a first-come, first-served basis and may be made up to 24 months in advance of the rental date by contacting the Oshkosh Parks Department Office by telephone at (920)236-5080 or stopping in the office at 805 Witzel Avenue. Reservations must be paid in full at the time of booking.

Hours

The Lakeshore Park 4 Seasons Building is available for rental between the hours of 10:00 a.m. – 10:00 p.m. Premises must be cleaned and vacated by 10:00 p.m. unless otherwise approved in advance by the Parks Director. This facility does not offer keys to the renter. An attendant from the Parks Department is scheduled to meet the renter at the facility at the agreed upon times in the Rental Agreement. It is the renter's responsibility to make sure that the facility is continuously occupied at all times during the reservation. The rental period is for the building rental only and does not include the surrounding park areas. Rental is not available on New Year's Eve, New Year's Day, Thanksgiving, Christmas Eve and Christmas Day unless otherwise approved in advance by the Parks Director.

Fees

Payment is due, in full, at the time of reservation. Dates will not be held. All fees associated with a rental are in accordance with the established rates approved by the Oshkosh Common Council. If Renter cancels the reservation at least 60 days prior to the event date, they will be refunded 50% of the fees paid. If Renter cancels the reservation within 60 days of the event, no refund will be issued. Refunds are not issued due to unfavorable weather conditions.

Alcoholic Beverages

Alcoholic beverages are allowed but may not be sold without obtaining a Special Class B Retailer's License (only available to not-for-profit organizations). If alcohol is sold or distributed during a public event, the organization/company renting the building is responsible for contracting with a licensed security company. Alcoholic beverages may be served to only those individuals 21 years of age or older. Renters are responsible for ensuring those consuming alcohol are 21 years of age or older.

Decorating

Renters must coordinate all decorations with Oshkosh Parks Department staff prior to an event. No nails, screws, tacks, staples, push pins, duct tape, masking tape, scotch tape or glue may be used. Only painter's tape may be used to affix any type of decorations. Only decorations that will not cause damage to the building will be allowed and all decorations must be removed at the end of a rental period. The use of confetti and pinatas are prohibited inside and out. Smoke/fog/mist machines are not allowed.

Smoking/Firearms/Fireworks/Candles

Smoking and firearms are prohibited inside all city buildings. All types of fireworks including sparklers are prohibited in city parks. No open flame devices, including candles, may be used inside the building. Chafers are allowed.

Animals

Domestic animals are prohibited in Lakeshore Park 4 Seasons Building except those that are a part of an approved special event or written permission has been obtained from the Parks Director or designee. This policy does not apply to service animals and police K-9 units. Emotional support animals are not allowed.

Clean Up/Damage

Rental groups are responsible for maintaining the facility during their rental period. The facility must be restored to its original condition following a rental including the removal of all decorations and painter's tape. All garbage bags must be removed from the receptacles and disposed of in the dumpsters outside of the building in the dumpster enclosure. Tables, chairs, floors, etc. shall be cleaned. The facility must be properly secured when leaving. Failure to properly clean the premises and/or repair damage may result in a fee billed to the rental party at a rate of \$35.64/hour plus materials. It is the renter's responsibility to inspect the facility prior to use and report any damage found.

Music

Live bands and/or amplified sound will be allowed with permission from the Parks Director or designee. All music/noise must comply with the City of Oshkosh noise ordinance. Any type of amplified music in city parks requires permission from the Parks Director.

Inflatable Structures

No tents or inflatable structures are allowed inside or outside the Lakeshore Park 4 Seasons Building.

Additional Notes

- Facilities are to be used for approved purposes only. The City of Oshkosh reserves the right to inspect premises and facilities at all times to ensure proper usage.
- Tables and chairs provided must remain inside the pavilion or on the deck/patio area at all times.
- The facility is under video surveillance.