

RULES FOR USE OF THE FOUNTAIN ISLAND GAZEBOS

Reservations for the Gazebos on Fountain Island can be made online at <https://register.fdl.wi.gov/> or in person at the City Payments office, City/County Government Center, 160 S. Macy Street. To make reservations online, please use the above link. If you have ever rented a facility from our office in the past, you may need to contact our office for assistance with your login information for the first use. Please call 920-322-3460, Monday-Friday 7:45am-4:30pm.

The Gazebos may be **reserved for a 2-hour period only** for photos and short ceremonies (no picnics).

Chairs with U-shaped legs or platform feet are allowed, but because of lawn damage, **regular metal folding chairs are not allowed**. Park staff does not set up for weddings. There are usually at least 12 benches around the Fountain and Gazebo area, and benches are **not** to be moved from other areas of the Park to Fountain Island or the Gazebos. All chair set up and removal must be done **within the 2 hours reserved**.

Decorations may be tied to the Gazebos ... **no staples, tacks or nails!** All decorating and removal must be done **within the 2 hours reserved**.

Vehicles are not to be driven onto the island for any reason!

Tent permits are **not** issued for this area due to the 2-hour time limit.

Radios, boomboxes, keyboards and other amplified sound are allowed, but shall not be audible beyond the immediate Gazebo and Fountain area. Bands and DJ's belong in enclosed buildings.

To cancel an event and receive a rent refund, the permit must be returned **by the permittee** to the City Payments office **at least 7 days** prior to the event date. Refunds, less a \$10 cancellation fee, will be made by check payable to and mailed to the applicant shown on the permit. *Less than 7 days notice of cancellation means **NO REFUND**.*

LAKESIDE PARK GAZEBOS	TIME PERIODS	RENT	TAX	TOTAL
FOUNTAIN ISLAND GAZEBOS	11:00 AM - 1:00 PM			
	1:30 PM - 3:30 PM	\$25.00	\$1.38	\$26.38
	4:00 PM - 6:00 PM			
CONSERVATION POINT GAZEBO	<u>NOT RESERVABLE</u>	\$0.00	\$0.00	\$0.00

RATES EFFECTIVE 04/01/10