

# **Park Rental Application**

## **GRAMERCY PARK PAVILION RESERVATION**

Half or whole day rental: \$75.00; payable to The Gramercy Park Foundation;  
No charge to Non-Profit Organizations

Half day time slots: 11AM-3PM and 4PM-10PM

### **Park Rental Policies and Regulations:**

Reservations for the Gramercy Park Pavilion are accepted at **E. Dubuque City Hall**, Monday through Friday from 8 AM – 4:30 PM. Before calling, check the schedule at [cityofeastdubuque.com](http://cityofeastdubuque.com) for your desired date/time. Payment and a completed rental agreement are required to secure your date. Renters may call in advance to have their preferred date held for up to 5 business days. If a rental agreement and payment are not received by the end of the 5th day, the renter will forfeit their hold on the date, and the Pavilion may be rented by another party. (For rentals dates that are less than five business days away, no hold is available. Signed rental agreement and payment at City Hall will be required to secure the date.) City contact for information: [pmmccarthy@cityofeastdubuque.com](mailto:pmmccarthy@cityofeastdubuque.com); (815) 747-3416.

- The park areas used must be left clean and in good order upon leaving.
- Parking or driving is NOT ALLOWED in the grassy areas of the parks – only on approved parking areas and street.
- Any picnic tables that are moved must be returned to their original location. They may not be moved off the hard surface areas of the pavilion.
- Cancellation: your reservation fee will be refunded only if cancellation is made 30 days before the event, or on account of severe weather.
- Rental fee includes exclusive use of the indicated pavilion during the rental period. It does not include exclusive use or guaranteed use of any other park amenities. Reservations will be accepted after January 1 for dates beginning May 1 and ending October 31. Outside of this period, pavilion use is 1<sup>st</sup> come, first served, and restrooms may not be available.
- The pavilion is lighted and has electrical outlets.
- Dogs are allowed in the park on leash and under control at all times to avoid encounters with other park users.
- Walking across the Mounds to access the pavilion is prohibited.
- No hog roasters or food trucks are allowed in the park except as may be permitted by the City of East Dubuque on the parking lot.
- Amusements on the Park or City property must be separately approved by the City.
- Authorized beverages shall include beer (no keg beer), wine coolers, and soft drinks (no glass containers). No other alcohol allowed in the park.
- Tape your attached Reservation Notice on the Pavilion on the morning of your reservation. If the area is occupied during your reservation period, show your receipt. If there is a problem obtaining possession of the pavilion, phone (815) 747-3913 for police assistance.
- Do not nail or staple decorations, signs, or attachments to the Pavilion. All tape used must be removed upon leaving. Please leave the park in same or better condition ! Thank you.

**RENTER CONTACT INFORMATION**

Full Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_

**RESERVATION INFORMATION (PLEASE CIRCLE YOUR CHOICES)**

Day: M T W TH F S SU calendar date: \_\_\_\_\_, 20\_\_

Time: 11 am—3 pm 4 pm—10 pm All Day

Group Size: \_\_\_\_\_ maximum capacity of 50 guests.

I have read and understand the park policies and regulations located on both pages of this document and agree to the terms of my reservation.

Signature of Renter: \_\_\_\_\_

Date of signing: \_\_\_\_\_

*(Office use only)*

Amount Paid: \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Method of Payment: Cash Check

*(Be sure to bring a copy of this completed form at the time of your event)*