

# PAULUS PARK PAVILION RESERVATIONS FAQ



## WHAT TIME CAN I BEGIN ARRIVING FOR MY RESERVATION?

Village of Lake Zurich parks are open daily dawn to dusk (Paulus Park indoor restrooms on the grounds are on a timer and will open at dawn and close at dusk). Pavilion reservations are booked on a daily basis so you can begin arriving as early as dawn. Please note that our Public Works Department collects trash daily on the weekends in the morning, but may not be by to do a sweep of your area until approximately 9am.

## HOW DO MY GUESTS KNOW WHERE TO GO?

Please feel free to share a map of the park listing the pavilion locations on the grounds. At the main park entrance, there is also a map that will have your reservation name posted as well.

## CAN I DECORATE THE PAVILION FOR MY RESERVATION?

Decorations are allowed at the pavilions. Please note that decorations can not be hung prior to the day of your reservation and must be removed immediately and disposed of properly following your reservation. Please refrain from using staples, nails or any other materials which would cause permanent damage to the shelters are not permitted. User must remove all adhesive from the shelter walls and/or ceiling prior to leaving the park. Glitter, paper, confetti, or any other small bits in any form, are not allowed. Decorations cannot impede traffic flow nor obstruct entrances or exits. Straw, hay or other similar products are not permitted. Helium balloons must be tied to balloon weights or securely attached to free standing decorations.

## THE RESERVATIONS COMES WITH 5 PICNIC TABLES, WHAT IF I NEED MORE SEATING?

Each Paulus Park pavilion has 5 picnic tables – Any additional tables needed must be brought in (and hand carted down as there is no driving permitted in the park) or you can use any unused picnic tables around the park. Please do not remove any park picnic tables from other shelters.

## CAN I BRING IN TENTS TO PLACE BY THE PAVILION FOR COVERAGE OR DUE TO WEATHER?

The Village of Lake Zurich needs to approve all equipment used on Village property. Any tent larger than a 10x10 tent (which needs to be weighted down), requires a tent permit to be filed and approved with the Village of Lake Zurich Building and Zoning Department (fee is approximately \$175 per tent). Certificate of Insurances are needed for tents and any special equipment brought onto Village property. Please note that additional equipment approved to be used at your rental that needs to be staked down into the ground requires the applicant to contact JULIE (Call 811 OR 1-800-892-0123 to place a local request) for locates (may require you to be on site for locate of your shelter site).

## EACH PAVILION HAS A GRILL NEAR IT, BUT WHAT IF I NEED A LARGER GRILL?

Charcoal is only to be used in the grills provided at the shelter. Gas and propane grills are allowed. The grills base must be at least 24 inches from the surface on which it rests; grills are not permitted on picnic tables. Coals must be thoroughly extinguished, cooled and disposed of in disposal receptacles NOT garbage cans. All fires must be carefully supervised and extinguished before the group leaves the site.

## CAN I CATER MY RESERVATION? ARE FOOD TRUCKS ALLOWED?

Food trucks are not allowed on Village property except for larger special events approved by the Village of Lake Zurich Board. You are able to cater your reservation, please just make sure to inform your caterer of your location on the grounds and that they will need to hand cart down all food/equipment as there is no driving in the park allowed. Sterno use to warm food allowed only while in a sterno rack, not on picnic tables.

## IS THERE ELECTRIC AT THE PAVILION? CAN WE PLAY MUSIC?

Loudspeakers, public address systems, musical instruments, bands or amplified equipment are not allowed without the permission of the Park and Recreation Department. Each shelter has a standard 10amp outlet on the post or wall. You may play music at a low volume with the speakers pointed away from the lake. If the music begins disturbing park goers, you may be asked to turn it down or off at the discretion of the Village.

## CAN I BRING IN ALCOHOL FOR MY RESERVATION?

No alcoholic beverages of any kind are permitted in the facilities or on the grounds unless you have approval from the Recreation Director and meet the following requirements (LAKE ZURICH RESIDENTS ONLY):

- a)** pay a non-refundable fee per event to allow your party to be added to the Village of Lake Zurich's insurance policy as an additional insured or see section b below.
- b)** by providing a Certificate of Insurance. This Certificate must be for \$2,000,000 Host Liquor Liability with the Village of Lake Zurich added as an additional insured through the homeowner's or renter's insurance.
- c)** by providing your local liquor license from Village Hall, 70 E. Main Street (\$50). Your reservation form will indicate whether alcohol is permitted or not. If underage drinking is going on, staff will be required to contact the police.
- d)** further information on obtaining a liquor license can be found at [lakezurich.org/liquor](http://lakezurich.org/liquor). Please note that alcohol is prohibited on Village beaches.

## CAN MYSELF OR GUESTS BRING PETS INTO THE PARK FOR MY RESERVATION?

Leashed dogs are welcome to use park pathways, except as posted for special events or conditions. Please care for your pet: A \$250 fine will be assessed for individuals who do not clean up after their dog. A \$500 fine will be assessed for dogs that are off leash.

## WHAT SHOULD RESERVATIONS DO FOR CLEAN UP EFFORTS AFTER THE RESERVATION?

Place all refuse in garbage cans (or next to cans tying off the bags to prevent wildlife from access) prior to your group leaving. Please make sure that any coals are placed in the hot coal bucket and fully extinguished.

## CANCELLATION INFORMATION/ INCLEMENT WEATHER

In the event of inclement weather (lightning, thunder, etc.), reservations will be given a full refund or transferred to an alternate available date. No rain dates can be made in advance. If you need to cancel your rental, please contact us immediately. Cancellations made within 15 days of the rental date will receive the full amount of the rental fee refunded less a 10% service charge (minimum \$5, maximum \$15). If a cancelation is made with less than 15 days notice from the scheduled reservation, the Park and Recreation Department will retain the rental fee.

## WHAT IF MY RESERVATIONS WANTS TO USE THE BEACH (GROUP ENTRY INFORMATION)

Swimming is only allowed in the designated beach areas when a lifeguard is on duty (see [LakeZurich.org](http://LakeZurich.org) for posted beach hours of operation). Group swim entry (15+ paying guests or more) information can be obtained and arranged by contacting the Park and Recreation office prior to your scheduled reservation.

## WHAT IF I AM EXPERIENCING AN ISSUE ON THE DAY OF MY RESERVATION?

In an emergency, please call the non-emergency police at 847-438-2349 or 911. If your shelter rental is during the week from 8:30am-4pm and you experience any issues you need assistance with, please contact the Barn at 847-438-5146. If your rental is on the weekend and you need assistance, you may contact the Beach Manager as early as 12pm (during the posted beach season hours) at 847-540-5067 for assistance.