



### **Pavilion Rental Information**

- The pavilions can be rented from either 11:00 am – 3:00 pm or 4:00 pm – 8:00 pm (Except: Ritter Springs is rented from 10:00 am– 2:00 pm or 3:00 pm– 7:00 pm and Lake Springfield Park is rented from 10:00 am-2:00 pm or 4:00 pm-8:00 pm)
- The rental fee is \$40 per time frame. Or \$80 for all day. \*Fees are subject to change\*
- Payment is due 10 business days within making your reservation. You can pay with a credit card by phone, mail in a check, or drop your payment by our office.
- Since all of our pavilions are covered picnic areas, all rentals are rain or shine. Refunds will NOT be issued due to incimate weather.
- Refunds will only be issued for cancellations made 10 business days prior to the reservation date (a \$10 processing charge will apply to all rentals).

### **Call 864-1049 to schedule a pavilion rental**

- **You will need to call a different number for the following pavilions: Fellows Lake, Springfield Lake, Chesterfield Park, McBride School Park and the Dickerson Park Zoo.**  
Please contact the Lake Springfield Boathouse for the Northwoods Pavilion at Lake Springfield at 891-1550.
- You will need to contact City Utilities for Fellows Lakes at 831-8403.
- Please contact the Chesterfield Family Center for the Chesterfield Park pavilion at 891-1616.
- Please contact the school park office for the McBride School Park pavilion at 837-5737.
- Finally you will need to contact the Dickerson Park Zoo for their pavilion at 833-1570.
- All other pavilions are reserved from the main park office at 864-1049.

## General Pavilion Rules

- **If you are having a wedding or other special event where you will be bringing items into the park, you must submit an Event/Activity Application.**
- All of our pavilions include: tables, grills, 2-20 amp electrical outlets, restrooms and drinking fountains. Extension cords are the responsibility of the renter.
- There is absolutely NO alcohol allowed in the parks.
- The park board must approve all music, including stereos, and use of grills brought into the park. This is a simple form that you may request at the time you make your reservation.
- No nails or other objects of any kind may be embedded in trees or the pavilions. Masking tape or string may be used to hang banners.
- Parking is allowed only in designated areas.
- The closing time for parks varies. Please exit the park prior to posted closing time.
- Cookers or grills are not permitted underneath the pavilion or bathroom area.
- For health and safety reasons please place all food and other trash in the containers provided at the pavilion.
- Any damage to public park property will be the responsibility of the rental party.
- The public sale of tickets or materials is prohibited by City Ordinance.
- If renting Fassnacht or Ritter Springs, a \$20 cash key deposit will be required and will be refunded provided the key is returned within three days after the rental date. For weekend rentals, the key will be picked up Friday between 8 and 5 and returned.
- If you need assistance handling uncooperative citizens at the pavilion, please call 911 and ask that a Park Ranger be dispatched to your park location.

***In alphabetic order our pavilions are the:***

- Doling Park Pavilion- Seats approximately 112, located at 301 E Talmage; that is North of Kearney between Grant and National.
- Chesterfield Park Pavilion- Seats approximately 64, located near the Northeast corner of Republic Road and Scenic Ave (entrance is on Scenic).
- Fassnight Park Pavilion- Seats approximately 184, located on S. Campbell south of Grand St. on the northside of Parkview High School-Key required to access.
- Grant Beach Park Pavilion- Seats approximately 88, located at N Grant and Lynn, which is just South of Division and Grant.
- Lake Springfield Park-Northwoods Pavilion- Seats approximately 140, going West on Evans road off of 65 Hwy, the park is just past the power plant and dam.
- Living Memorial Park Pavilion- Has 2 pavilions, each seat 64, located at 4405 S Glenstone; that is East of the intersection of Glenstone and Republic Road going toward the Nature Center.
- Nathanael Greene Park Pavilion # 1- Seats approximately 80, located at 2400 S Scenic, West of Sunshine between Battlefield and Sunshine, and across from Horton Smith Golf Course.
- Nathanael Greene Park Pavilion # 2 (Special Event Pavilion located near the entrance of the Japanese Stroll Garden)-Seats approximately 64, located at 2400 S Scenic, West of Sunshine between Battlefield and Sunshine, and across from Horton Smith Golf Course.
- Nichols Park Pavilion- Seats approximately 48, 1900 W Nichols, west of Kansas Expressway between Division and Chestnut.
- Phelps Grove Park Pavilion- Seats approximately 160, located between the 800-1200 block East Bennett. South of Grand street and west of the tennis courts at National and Bennett.
- Ritter Springs Park Pavilion- Seats approximately 141, going North of I44 on Hwy 13, it is off Fantastic Caverns Road. Key required to access.
- Sequiota Park Pavilion- Seats approximately 80, located at 3500 S. Lone Pine, south of Battlefield, between Glenstone and Hwy 60.
- Silver Springs Park Pavilion- Seats approximately 96, located at 1100 N Hampton, on North National just south of Division.
- Smith Park Pavilion- Seats approximately 160, located at 1536 E Division. Between Glenstone and National on Division.