



## OFFICE OF SPECIAL EVENTS

200 South Lamar, Austin, Texas 78704

(512) 974-6797

[reservations@austintexas.gov](mailto:reservations@austintexas.gov)

<http://austintexas.gov/parkevents>

## CHARLES PAGE ZILKER CLUB HOUSE

200 Arnulfo Alonso Way

(formerly Zilker Clubhouse Road, off Rollingwood Drive)

[Driving Directions to the Location](#)

This property is located in the Central district. This remarkable rustic stone clubhouse, rock patio and spacious concrete terrace is located west of Zilker Park in the rolling hills overlooking downtown Austin. The stunning panoramic view provides a priceless backdrop for small events.

**The clubhouse does not have central air conditioning,** but the view amply cools guests down on the those warm Austin nights. Limits and restrictions noted in this document are particular to this specific facility and in addition to the general use policy.

**The Space(s):** Club House - 24' x 54' (1,296 sq. feet) uninterrupted interior space, patio 30' x 66" (1,980 sq. feet).

**Capacity:** 100 persons or less occupancy.

**Hours** available for reservation: **10 am - 12 Midnight** (including set up, take down, and user cleanup of site)





**OFFICE OF SPECIAL EVENTS**  
 200 South Lamar, Austin, Texas 78704  
 (512) 974-6797  
[reservations@austintexas.gov](mailto:reservations@austintexas.gov)  
<http://austintexas.gov/parkevents>

## PACKAGES AVAILABLE

(The time you reserve includes the total time allowed on site for: set up, take down, and clean up.)

| <b>Austin resident, or Austin Energy utility customers</b>                                                                                                                                                               | <b>Use Fee +</b> | <b>Maintenance Fee +</b> | <b>Damage Deposit</b> | <b>Package Total</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------|-----------------------|----------------------|
| 4-hour access                                                                                                                                                                                                            | \$300            | \$250                    | \$300                 | <b>\$850</b>         |
| 8-hour access                                                                                                                                                                                                            | \$600            | \$250                    | \$300                 | <b>\$1,150</b>       |
| All Day Access                                                                                                                                                                                                           | \$800            | \$250                    | \$300                 | <b>\$1,350</b>       |
| <b>Non-resident fees, or for commercial activities/ events</b>                                                                                                                                                           |                  |                          |                       |                      |
| 4-hour access                                                                                                                                                                                                            | \$400            | \$250                    | \$300                 | <b>\$950</b>         |
| 8-hour access                                                                                                                                                                                                            | \$800            | \$250                    | \$300                 | <b>\$1,350</b>       |
| All Day Access                                                                                                                                                                                                           | \$1200           | \$250                    | \$300                 | <b>\$1,750</b>       |
| <b>Additional Fees:</b>                                                                                                                                                                                                  |                  |                          |                       |                      |
| Additional hours may be purchased on <b>4- or 8- hour rental packages</b> at <b>\$75/hour</b> up to a 2 hour maximum. Additional hours may NOT be purchased to extend rental time beyond approved site hours and curfew. |                  |                          |                       | \$75/hour            |
| Any rental with an approved <b>crawfish boil or cookout</b> must remit an additional damage deposit.                                                                                                                     |                  |                          |                       | \$100                |

**NOTICE: Noise complaints, staying beyond the contracted rental period, or not having all items removed from site on time are grounds for immediate loss of the full damage deposit. There is no appeal for these violations.**

## INTERACTIVE and GUEST RESOURCES

|                   |                                                                                 |
|-------------------|---------------------------------------------------------------------------------|
| <b>See us!</b>    | <a href="#">Photo gallery of all event facilities</a>                           |
|                   | <a href="#">See Zilker Club House photos only</a>                               |
| <b>Book us!</b>   | <a href="#">Online calendar availability!</a> See dates labeled <b>"OPEN"</b> . |
| <b>Email us!</b>  | <a href="mailto:reservations@austintexas.gov">reservations@austintexas.gov</a>  |
| <b>Find us!</b>   | <a href="#">Driving Directions and Downloadable Map</a>                         |
| <b>Site maps!</b> | <a href="#">Facility Site Plan</a>                                              |
| <b>Read up!</b>   | <a href="#">Sound, moonwalk, and other permit information</a>                   |



**OFFICE OF SPECIAL EVENTS**  
 200 South Lamar, Austin, Texas 78704  
 (512) 974-6797  
[reservations@austintexas.gov](mailto:reservations@austintexas.gov)  
<http://austintexas.gov/parkevents>

## RESERVATION PERIODS

| THIS MONTH IS:                                                                                                                                                                                                                                                                          | LOTTERY FORMS ARE ACCEPTED FOR:         | or | CALL TO BOOK ANY OPEN DATE THROUGH THE END OF: |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----|------------------------------------------------|
| January                                                                                                                                                                                                                                                                                 | November Events <i>of the same year</i> |    | July <i>this year</i>                          |
| February                                                                                                                                                                                                                                                                                | December Events <i>of the same year</i> |    | August <i>this year</i>                        |
| March                                                                                                                                                                                                                                                                                   | January Events <i>next year</i>         |    | September <i>this year</i>                     |
| April                                                                                                                                                                                                                                                                                   | February Events <i>next year</i>        |    | October <i>this year</i>                       |
| May                                                                                                                                                                                                                                                                                     | March Events <i>next year</i>           |    | November <i>this year</i>                      |
| June                                                                                                                                                                                                                                                                                    | April Events <i>next year</i>           |    | December <i>this year</i>                      |
| July                                                                                                                                                                                                                                                                                    | May Events <i>next year</i>             |    | January <i>next year</i>                       |
| August                                                                                                                                                                                                                                                                                  | June Events <i>next year</i>            |    | February <i>next year</i>                      |
| September                                                                                                                                                                                                                                                                               | July Events <i>next year</i>            |    | March <i>next year</i>                         |
| October                                                                                                                                                                                                                                                                                 | August Events <i>next year</i>          |    | April <i>next year</i>                         |
| November                                                                                                                                                                                                                                                                                | September Events <i>next year</i>       |    | May <i>next year</i>                           |
| December                                                                                                                                                                                                                                                                                | October Events <i>next year</i>         |    | June <i>next year</i>                          |
| <ul style="list-style-type: none"> <li>• Most commonly used to secure a location early for events such as weddings or anniversaries.</li> <li>• Forms are due between the 1<sup>st</sup> and 20<sup>th</sup> of the submittal month.</li> <li>• <a href="#">LOTTERY FORM</a></li> </ul> |                                         |    |                                                |



**OFFICE OF SPECIAL EVENTS**  
200 South Lamar, Austin, Texas 78704  
(512) 974-6797  
[reservations@austintexas.gov](mailto:reservations@austintexas.gov)  
<http://austintexas.gov/parkevents>

## FACILITY OVERVIEW AND AMENITIES

### CATERING AND BEVERAGE PROVIDERS:

For private events, users may supply their own food/beverage from home, or select a caterer or provider of their own interest. Learn more about food safety at: <https://www.foodsafety.gov/>. For public events, users must select caterers/providers that are able to procure health and/or TABC permits.

**CLUBHOUSE:** The building has thermostat controlled gas heat, but is not air conditioned. There are ceiling fans on the labeled switch panel in the kitchen. There are 2 commercial fans located inside the storage closet site which may be used for air movement in warmer months. The building is a rock structure with concrete floors and patio. There are 2 working wood burning fireplaces in the club house. Renters must provide their own kindling and dried firewood (mesquite and cedar are prohibited).

**KITCHEN:** The club house features a kitchen with a refrigerator, stove (LIMITED to heating purposes only), and a sink with hot & cold water. Cooking/fryers/etc. is ONLY permitted outside of the grounds area in the parking lot (NOT INSIDE or ON THE PATIO). The kitchen is restricted to heating/warming food and may NOT be used for cooking.

**EQUIPMENT:** Rentals include use of tables and chairs inside the building, there are approximately:

|                                           |                                                |
|-------------------------------------------|------------------------------------------------|
| (25) 6' x 30" tables, (3) 6' round tables | (5) 3' round cocktail height tables            |
| (1) 6' half-round crescent shaped table   | 150 metal folding chairs are available for use |

All tables, chairs, and other amenity needs beyond what is available are the responsibility of the event organizer.

**GRILLING:** There is a designated grilling area on site which is located near the ADA parking spaces on the South side of the club house. All materials used in the grill must be properly extinguished and removed from the site (charcoal/ashes, etc.).

**RESTROOMS:** 2 men's units and 4 women's units are located in the interior.

**ELECTRICITY AVAILABLE:** There are 6 duplex outlets in the kitchen, 3 in the clubhouse interior, and 5 exterior duplex outlets. Appropriate gauge cords should be used according to the device/appliance/item manufacturer guidelines used on site.

**WATER AVAILABLE:** Hot and cold water is available in the kitchen.



**OFFICE OF SPECIAL EVENTS**

200 South Lamar, Austin, Texas 78704

(512) 974-6797

[reservations@austintexas.gov](mailto:reservations@austintexas.gov)

<http://austintexas.gov/parkevents>

**PARKING:** There is parking on a stone and grass area on site for approximately 60 cars. Renters should strongly encourage their guests to carpool. Parking outside of the main gate is prohibited and subject to towing. All parking is on a first-come first served basis. **Parking Fee:** There IS NOT a fee for parking.

**ACCESSIBILITY:** The building and terrace are wheelchair accessible.



**OFFICE OF SPECIAL EVENTS**  
 200 South Lamar, Austin, Texas 78704  
 (512)974-6797 phone  
 reservations@austintexas.gov  
<http://austintexas.gov/parkevents>

## DECORATION GUIDE, RESTRICTIONS AND PROHIBITED ITEMS

| Item                        | Advisory Information or Restrictions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| BBQ/Grilling                | <ul style="list-style-type: none"> <li>Barbequing, grilling and frying/cooking should be done <u>OUTSIDE</u> in the parking lot type areas, and NOT on patios, sidewalks, or plaza type areas. (if not during a burn-ban period).</li> <li>Dumping of ashes is prohibited on site.</li> </ul>                                                                                                                                                                                                                                                                                                                                      |
| Candles                     | <ul style="list-style-type: none"> <li>Candles may be used and MUST BE COMPLETELY CONTAINED inside a fire proof vessel which encloses both the bottom and sides of the candle. Free standing candles, tea lights, etc., are NOT ACCEPTABLE.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                             |
| Confetti, Silly String      | <ul style="list-style-type: none"> <li>Confetti, confetti cannons, silly or spray string are not allowed. They are harmful to wildlife and impossible to clean up.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Cooking                     | <ul style="list-style-type: none"> <li>Cooking/kitchen type areas are restricted to heating/warming food and may NOT be used for cooking.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Crawfish Boil               | <ul style="list-style-type: none"> <li>PARD approval is required for all crawfish boils on park property.</li> <li>\$100 additional damage deposit required</li> <li><a href="#">Crawfish Boil Requirements(PDF)</a></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                    |
| Decorations – Hanging Items | <ul style="list-style-type: none"> <li>Nails, tacks, and staples/staple guns may not be used on any surface.</li> <li><u>NO DUCT OR ELECTRICAL TAPE!</u></li> <li>ONLY use Velcro, zip ties, or high quality non-marring (marking) tape <u>ONLY!</u> Velcro allows for quick decoration removal at the end of the event.</li> <li>Any items affixed to outdoor light poles must be completely removed, including any tape pieces. <b>DO NOT ATTACH ANYTHING TO THE LIGHT FIXTURES AT THE TOP. See image in packet.</b></li> <li>Do NOT attach anything to rafters, ceilings, ceiling beams, or electrical conduit pipe.</li> </ul> |
| Deliveries                  | <ul style="list-style-type: none"> <li>Deliveries may be made in the parking lot ONLY.</li> <li>Deliveries must be dropped off AND picked up the SAME DAY as the rental.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Fire, and Fireplaces        | <ul style="list-style-type: none"> <li><b>ZILKER CLUBHOUSE ONLY</b> - Renters must provide their own kindling and dried firewood (mesquite and cedar are prohibited).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Fireworks, Sparklers        | <ul style="list-style-type: none"> <li>Prohibited by park rules. Fireworks are generally NOT allowed in the park system.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Food Service                | <ul style="list-style-type: none"> <li>Food should be SERVED AND EATEN in the dining room or outside. Tent rental is permitted, however, before agreeing to a tent rental and setup/delivery time, contact and get approval from the park manager.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                      |



## OFFICE OF SPECIAL EVENTS

200 South Lamar, Austin, Texas 78704

(512)974-6797 phone

reservations@austintexas.gov

<http://austintexas.gov/parkevents>

| Item                                     | Advisory Information or Restrictions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Games                                    | <ul style="list-style-type: none"> <li>Recreation activities may not involve food (ex. relay games).</li> <li><b>Water games, water slides are NOT allowed.</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Glass / Bottles                          | <ul style="list-style-type: none"> <li><b>Glass and Styrofoam are prohibited.</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Kegs                                     | <ul style="list-style-type: none"> <li><u>Beer kegs and margarita machines</u> may be set up <u>OUTSIDE only</u>.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Lights                                   | <ul style="list-style-type: none"> <li>String lights must be installed ONLY to manufacturers' guidelines.</li> <li>String lights should NOT be installed on outdoor handrails (safety and electrical hazard).</li> <li><b>String lights may NOT be attached to the outdoor light fixtures.</b> <ul style="list-style-type: none"> <li>Brackets are attached to the outdoor light poles.</li> <li>Each bracket has 2 holes where zip ties may be used to attach string lights. Do not attach string lights to light fixture canopy or side in any way.</li> </ul> </li> <li><b>String lights</b> may not be installed indoors on any rafters, chandeliers, or ceiling beams.</li> <li>Lighting may not be attached to any trees, plants, or shrubs.</li> </ul> |
| Margarita Machines                       | <ul style="list-style-type: none"> <li><u>Beer kegs and margarita machines</u> may be set up <u>OUTSIDE only</u>.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Moonwalks, Miniature Trains, Attractions | <ul style="list-style-type: none"> <li><b>NOT allowed at this site.</b></li> <li>Prohibition includes miniature Trains, Petting Zoos, Carnival Rides</li> <li><b>Water/splash slides are NOT permitted at any time.</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Pets                                     | <ul style="list-style-type: none"> <li><b>Pets are NOT allowed on property.</b></li> <li>Trained service animals to assist a person are allowed.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Piñatas                                  | <ul style="list-style-type: none"> <li>Piñatas are permitted outside ONLY.</li> <li><b>Confetti is NOT allowed in piñatas.</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Smoking                                  | <ul style="list-style-type: none"> <li><b>Smoking is PROHIBITED by City Ordinance in all buildings and parks.</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Styrofoam                                | <ul style="list-style-type: none"> <li><b>Glass and Styrofoam are prohibited.</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |



**OFFICE OF SPECIAL EVENTS**  
200 South Lamar, Austin, Texas 78704  
(512)974-6797 phone  
reservations@austintexas.gov  
<http://austintexas.gov/parkevents>

| Item          | Advisory Information or Restrictions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tents         | <ul style="list-style-type: none"><li>Tent rental is permitted. Before agreeing to a tent rental and setup/delivery time, contact and get approval from the park manager.</li><li><b>All tents</b> – Water barrels ONLY. Tents may ONLY set up during the rental period, and must be installed and removed within the rental period.</li><li><b>PARD ONLY APPROVAL</b> – Canopy ONLY tents up to 400 square feet (20'x20') (no walls allowed).</li><li><b>PERMIT REQUIRED!</b> - Tents greater than 400 square feet, sides/no sides.</li><li>Austin Fire Department (AFD) - 512-974-0180<br/><a href="mailto:AFDSpecialEvents@austintexas.gov">AFDSpecialEvents@austintexas.gov</a></li></ul> |
| Wish Lanterns | <ul style="list-style-type: none"><li>Wish Lanterns are NOT allowed as they pose severe fire risk.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

## PERMITS

### Amplified Sound *(allowed with a permit)*

- Based upon the rental period booked, the sound permit will be restricted to end no less than 1 hour prior to the end of the rental period. **For example**, for 10am – 5pm period booked, the sound permit will be restricted to a 4pm end time.
- Power for outdoor bands/DJ's may be pulled from inside the club house through the bay window.
- Restrictions:** Outdoor permits are restricted up until 11pm.
- Due to the proximity to the neighborhood, renters are required to actively monitor their amplified sound.
- Loss of \$300 damage deposit for violations/noise complaints.**
- Permit Fee:** Commercial or Advertising Purposes **(\$30)**, Private Party **(\$20)**, Public Interest, Political or Non-Profit **(\$10)**
- Issued permits are restricted to 85 decibels or lower. We require courtesy and respect for adjacent neighborhoods at all times in addition to complying with the LEGAL decibel level limit.

**Alcoholic Beverage Service OR Sales:** The Parks Department may grant permission during the reservation process to allow alcohol at events. Beer kegs and margarita machines MUST be placed outside on a concrete area. Beverages packed in glass must be poured and served by renter or their designee into a non-breakable container **at the point of exchange for consumption**. Glass containers are NOT allowed to be transported about the property by guests.



## OFFICE OF SPECIAL EVENTS

200 South Lamar, Austin, Texas 78704

(512)974-6797 phone

reservations@austintexas.gov

<http://austintexas.gov/parkevents>

### **PUBLIC EVENT CHECKLIST:**

- ☐ [Certificate of Insurance](#)
- ☐ [Containment Plan](#) (see checklist page 2)
- ☐ [Health Permit Copy](#) (typical for poured, mixed, or handled beverages)
- ☐ Licensed Peace Officer Plan

### **ADDITIONAL ITEMS FOR SALES:**

- ☐ [TABC permit application](#) (stamping/verification)
- ☐ [State of Texas Sales/Tax ID](#)
- ☐ \$30 PARD alcohol permit fee
- ☐ TABC Permit Issued (copy provided to PARD)

### **PRIVATE EVENT CHECKLIST:**

- ☐ Manage event guests
- ☐ Enforce no glass requirement
- ☐ Enforce no Styrofoam
- ☐ Contain event at reserved area
- ☐ Reminders:
  - NO charge for alcohol
  - NO tips for alcohol
  - BYOB ONLY

### **City Timing Requirements:**

**Minimum of 4-6 months prior to event day.**  
[Citywide Event Application](#)

### **City Timing Requirements:**

Minimum of 4-6 weeks prior to event day.

### **Alcohol Sales Permit**

- Any event requesting permission sell alcohol, or that require a [TABC permit](#). In general, alcohol is considered a “sale” if funds are required for purchase, alcohol comes with a ticket required for admission, or where the price of “attending” includes alcohol.
- Review the [Alcohol Permitting Process Overview - Checklist and Steps](#).

### **HEALTH PERMITS (FOOD PERMIT):**

- Private rentals (examples: family birthday parties/weddings) may bring their own food from home, or have catered delivery of food and beverage as long as NONE of the items are served/sold to the public.
- Any public event must have a Health Permit, [Insurance](#), and must be approved by the Parks Department and is subject to approval and permitting by the [Austin Travis County Health and Human Services Department](#). *Having a health permit does NOT authorize vending in the park system. Park concession permits are needed.*



**OFFICE OF SPECIAL EVENTS**  
200 South Lamar, Austin, Texas 78704  
(512)974-6797 phone  
reservations@austintexas.gov  
<http://austintexas.gov/parkevents>

## INSURANCE

Minimally, Standard Insurance is required for all public events. Liquor liability is additionally required for all public events with alcohol on site. Visit

<http://www.austintexas.gov/page/special-events-policies-procedures>. The insurance document is located in the “Policies and Procedures” section.

**PUBLIC EVENT:** An event is considered public if any of the following apply: a) - there is NO finite and/or limited guest list; b) - a person of the public may purchase or acquire a ticket for entrance or participation; c) - a person of the public may attend the event; or d) - is advertised by website, email, print, or radio media to the public.

**PRIVATE EVENT:** Events are considered private where a limited and finite count of guests is expected. An example would be a wedding, birthday party, or private reception, which are NOT open to the public.

## DRIVING DIRECTIONS

The Zilker Club House may be accessed via Rollingwood Drive from Barton Springs Road westbound, or the northbound frontage road of Mopac using the Barton Springs/Zilker Park/2244 Exit. For either access route, turn westbound onto Rollingwood Drive (up a hill), and turn right onto Zilker Club House Road. If you are using the northbound frontage, you will turn left and travel under the Mopac overpass. Take note that the road is narrow park access road. Parking is available for approximately 60 cars, and parking is STRICTLY PROHIBITED outside the main gate. [Google Map Navigation](#)

## EMERGENCY CONTACTS



**EMERGENCIES – In case of emergency, dial 911.**

**For non-emergency park-related issues:**

1. **Park Operations:** Mon.-Fri., 7 a – 4 p 974-9500
2. **Park Main Office:** Mon-Fri, 8:30a – 4:30p 974-6700

**After hours, holidays & weekends:**

1. Call 311 and ask for “After Hours Park Emergency”.



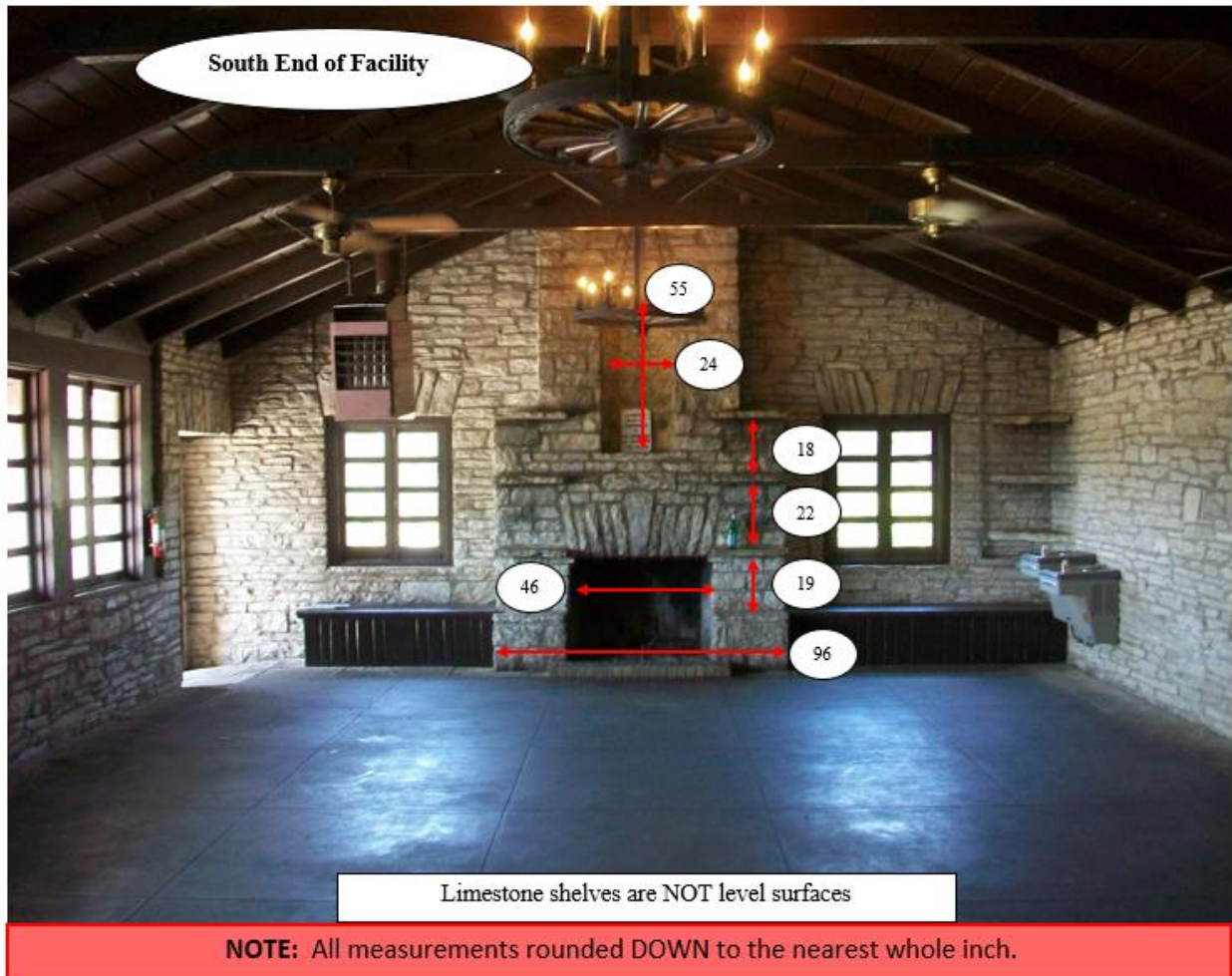
**OFFICE OF SPECIAL EVENTS**  
200 South Lamar, Austin, Texas 78704  
(512)974-6797 phone  
reservations@austintexas.gov  
<http://austintexas.gov/parkevents>

## APPROVED STRING LIGHT ATTACHMENT POINTS

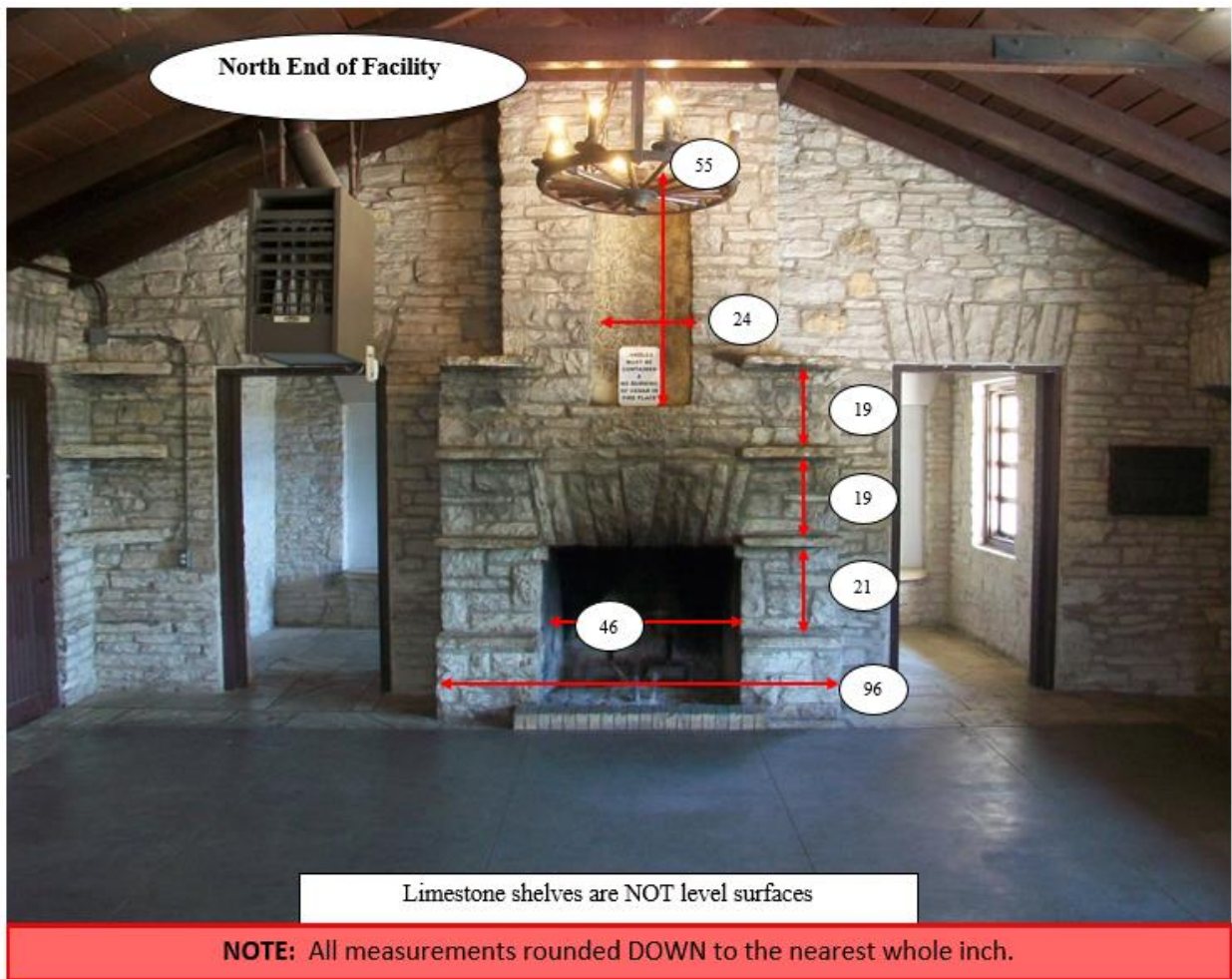
### Approved attachment points



## FIREPLACE SHELF MEASUREMENTS SOUTH END



## FIREPLACE SHELF MEASUREMENTS NORTH END





**OFFICE OF SPECIAL EVENTS**  
200 South Lamar, Austin, Texas 78704  
(512)974-6797 phone  
reservations@austintexas.gov  
<http://austintexas.gov/parkevents>

## Clean Up Checklist

- The renter is responsible for all set up and clean up duties on site, and for returning the property to the way it was found **BEFORE THE END OF THE RESERVATION PERIOD.**
- Allow plenty of time to thoroughly clean up after your event.
- Common sense cleaning practices are the best way to a full refund of your damage deposit!

## General Facility Area

- ☐ Pick up litter from property (don't forget parking areas and bathrooms), bag, and place it in appropriate areas/trash containers. If cans have lids, close them.
- ☐ Remove all decorations and personal items brought on site (this includes TAPE, STRINGS, RIBBONS!). Do NOT leave displays or large props/items on the site.
- ☐ Floors –
  - Sweep loose litter, sand, and debris
  - Clean up large spills/food particles on ground
  - WOOD FLOORS, DO NOT MOP THEM - sweep and/or DRY mop floors to remove sand and debris.
- ☐ Return chairs and tables to their original location in an orderly fashion.
- ☐ Break down any boxes/recycling, and take home to your household recycling service.

## Kitchen/Service Areas

- ☐ Completely empty the refrigerator.
- ☐ Using a clean cloth, wipe down all interior refrigerator surfaces.
- ☐ Wipe down and clean all counters and surfaces.



### EMERGENCIES – In case of **emergency**, dial **911**.

#### For non-emergency park-related issues:

1. **Park Operations:** Mon.-Fri., 7 a – 4 p 974-9500
2. **Park Main Office:** Mon-Fri, 8:30a – 4:30p 974-6700

#### After hours, holidays & weekends:

1. Call 311 and ask for “After Hours Park Emergency”.

## PROHIBITED ITEMS

*Immediate loss of the full damage deposit.*



- NO NAILS!      NO TACKS!      NO STAPLES!
- Smoking prohibited in all parks and facilities. Class C Misdemeanor.
- Glass or styrofoam containers.