



Building Rental Rules & Regulations

This rental contract is subject to all Milwaukee County and local municipal ordinances, along with all rules and regulations governing parks and parkways. The contract may be terminated immediately by local law enforcement or the Milwaukee County Parks Department if its terms are misrepresented, violated, or if public safety is threatened. Cancellations for cause will result in the forfeiture of all fees.

The responsible renter must be 21 years of age or older.

Rental Guidelines & Requirements

Admission & Access:

- Facility Access: Parks staff will unlock the building 15 minutes prior to the rental start time.
- Extended Hours: To purchase additional rental hours, contact the Public Services Office at (414) 257-8005 at least 15 days in advance (*30 days for Humboldt and South Shore Pavilions*).
- Overstay Fees: If the building is not vacated by the stated end time, the renter will be invoiced at double the hourly rate for every 30 minutes past the rental time.
- Early Entry: If the facility is occupied before the rental start time, renters will be charged at double the hourly rate for every 30 minutes.

Advertising & Special Events:

- Building rentals are intended for private events (e.g., family gatherings, company functions).
- If the general public is invited, a Special Event Permit is required.
- Social media or public advertising of a building rental is considered a Special Event and requires a Special Event Permit (Call 414-257-4503).

Alcohol & Sales:

- Alcohol is allowed but must be consumed within the rented space and served only to guests 21 and older.
- If alcohol is being sold or included with admission, a Special Event Permit is required (Contact 414-257-4503 for more details).
- Charging admission is not allowed unless a Special Event Permit is obtained.
- Sales, Donations & Raffles: Any form of sales, donations, raffles, or silent auctions requires a Special Event Permit (Call 414-257-4503).

Amplified Sound/Music:

- Amplified sound (microphones, DJ equipment, live bands) is allowed in most buildings but prohibited at:
 - Cooper Park Pavilion
 - Lincoln Upper Pavilion
 - Lincoln Lower Pavilion
 - All community rooms
- If allowed, amplified sound must be confined to the rental space.

Food & Beverage:

- Prepared or catered food may be brought into park buildings and kept warm or refrigerated (check facility appliances before your event).
- South Shore Pavilion Only: A catering fee applies to rentals using a professional caterer, including food provided by a licensed restaurant or food truck(s). Please contact the Milwaukee County Parks Public Services Office for the current year rate. The catering fee is due 15 days before the event.
- Food Trucks (All Locations): If you plan to have a food truck at your event, please contact the reserved park (phone numbers are listed on the first page of your permit) to notify park staff and coordinate the appropriate location for setup and parking.

Setup & Decoration:

- All setup, decorating, catering, DJ setup, and cleanup must be completed within the rental time.
- Decorations: Only fireproof decorations are allowed. Use masking tape only (no tacks, nails, or adhesives that could damage park property).
- Prohibited Items: Confetti, fog/smoke machines, and confetti-like materials are not allowed.
- Helium Balloons:
 - Not allowed at: Gordon Park Pavilion, Humboldt Park Pavilion, Lincoln Blatz Upper, and South Shore Park Pavilion.
 - If used at other facilities, balloons must be weighted. Renters will be invoiced if balloons need to be removed from ceilings.

Short Notice Rentals:

Short Notice Rentals are reservations made within the required advance notice period (less than 15 days for most facilities or 30 days for Humboldt and South Shore Pavilions).

Short Notice Rental Specific Policies:

- Changes are not allowed.
- Hours requested and approved cannot be changed. Additional hours cannot be added.
- If cancelled, a refund will not be honored unless the cancellation is made within 24 hours of the initial payment.
- All other policies in this document apply to these rentals.

Smoking, Vaping, & Tobacco Use:

- Smoking, vaping, and tobacco use are prohibited inside all Milwaukee County Parks buildings and within 30 feet of entrances (Milwaukee County Ordinance 47.16).

Teen Parties:

- Events where most guests are under 21.
- A chaperone list is required (1 adult per 10 teens) and must be submitted one week before the event.

Facility Use & Equipment

Restrooms & Parking:

- Restroom facilities and parking lots are available to all park patrons where applicable.

Tables & Chairs:

- Parks staff will set up tables and chairs in a standard arrangement.
- Furniture cannot be moved outside, replaced, or supplemented with personal rented items.
- To request a specific setup, contact the park at least ONE WEEK before the rental date.
- Picnic tables must remain in designated picnic areas and cannot be moved next to a rented building.

Inflatable Structures, Petting Zoos & Pony Rides

Inflatables are NOT allowed inside park buildings.

A Certificate of Insurance (COI) for \$1,000,000 in general liability coverage is required for all inflatable structures, petting zoos, and pony rides.

- Milwaukee County must be listed as an additional insured.
- The COI must be submitted at least one (1) week before the rental date and sent to ParksPublicServices@milwaukeecountywi.gov.
- Only one (1) inflatable, petting zoo, or pony ride is allowed per event.
- Staking is NOT allowed – inflatables must be secured using sandbags or weights.
- A generator is required to operate inflatables (electricity from park outlets may not be used).
- Only commercial-grade inflatables are allowed. Dunk tanks, mechanical bulls, and inflatable structures with water are prohibited.
- Permit holders are responsible for animal waste cleanup.
- The Park Manager must approve all animals and their designated location prior to the event.

Liability & Responsibilities

Clean-Up & Damage:

- Renters must restore the facility to its original condition, including:
 - Removing all decorations and tape
 - Clearing tables and counters of perishables
- Additional fees will be charged for excessive cleanup or damages.

Indemnity:

- The permit holder agrees to indemnify, defend, and hold harmless Milwaukee County, its officers, and employees from any claims, including legal fees, arising from negligence or misconduct during the rental period.
- Milwaukee County Parks is not responsible for lost, stolen, or damaged property.
- Renters are responsible for guest behavior and may be billed for damages or excessive cleanup costs.

Security Deposits:

- Security deposits are required for rentals at Gordon Pavilion, Humboldt Pavilion, South Shore Pavilion, and Grant Clubhouse only.
- The security deposit is included in the rental rate for the minimum of four (4) hours.
- Please refer to your permit for the security deposit total or contact the Public Services Office for assistance.
- Security deposits are refundable after the event provided there are no issues, damages, or excessive cleanup required.
- The Public Services Office will contact you via email after the event to notify you whether the security deposit can be released.



Cancellation Policy & Procedures

Fee Information

- Payment is charged in full upon rental verification.
- Accepted payment methods:
 - Over the phone: MasterCard, American Express, Discover, Visa
 - In-person at the Public Services Office (Mon–Fri, 8 AM – 4 PM): Cash, check, money order, credit card
- Check payments: Must be submitted at least 2 weeks before the rental date and made payable to Milwaukee County Treasurer.

Cancellation & Refund Policy

Buildings, Lodges, and Pools

- All cancellations must be submitted in writing by:
 - Email: ParksPublicServices@milwaukeecountywi.gov
 - Phone: (414) 257-8005
- Refund amounts depend on when the cancellation request is received:

Time Before Rental Date	Refund Amount
Within 24 hours of reservation (<i>initial payment</i>)	Full Refund
90 days or more	75% Refund
89 to 30 days	50% refund
Less than 30 days	No Refund

- Refunds for cash or check payments may take 6 to 8 weeks to process.
- Refunds are NOT issued due to unfavorable weather conditions. Rentals are also NOT rescheduled due to weather.

Cancellation by Milwaukee County Parks

- Milwaukee County Parks reserves the right to cancel, reschedule, or relocate a rental if the facility is not in working condition on the scheduled date.
- In such cases, customers will be offered:
 - A different facility and/or date, plus a 50% refund.
 - If rescheduling is not possible, a full refund will be issued.

Change of Reservation

- To change a date or location, requests must be made at least 60 days prior to the original reservation date.
- A \$20 non-refundable processing fee applies to all changes.
- Changes requested within 30 days of the original rental date will be treated as a cancellation.