



# Shawano County Parks Department

Maintaining, Developing and Updating Parks in Shawano County

W5785 Lake Drive, Shawano, WI 54166 \* (715)524-4986 \* [www.shawanocountypark.com](http://www.shawanocountypark.com)

## 2024 Shawano County Pavilion/Patio Weddings, Reunions, Banquets and Business Meetings

**HOURS:** 8:30 AM to 12:00 AM midnight

**FEES:** Monday thru Thursday: **\$150 per day**

Sunday and Friday: **\$250 per day**

Saturday: **\$700 per day plus \$200 damage deposit**

Weddings: **\$700 per day (any day of the week) plus \$200 damage deposit**

All fees are payable when the reservation is made. The \$200 damage deposit will be charged to any event requesting bar service and will be refunded after your event if there is no excessive damage and there are no violations of our beverage policy. In case of cancellation, no refund will be given unless we are able to re-book the date.

**AUDIO/VIDEO EQUIPMENT:** Included with rental is a screen, projector, DVD/CD player, and wireless microphone.

**THE PATIO:** Available May-October, is roped off during your event and includes a water fountain, fireplace, and tables with umbrellas. Off season use is weather permitting.

**TABLES AND CHAIRS:** We have 34 rectangular tables (3' x 8'), 35 round (5') tables, and 300 chairs available for your use. In addition, we have risers that hold 3 rectangular tables providing seating for 12. We will set up the chairs and tables prior to your event. If your room layout requires a change during your event, you will need to make plans on your end to make that change. Park Staff will be on duty and will check in periodically. If your event requires additional security you will need to provide that as well.

**DECORATIONS:** Any decorating must be done without the use of tacks, nails, duct or masking tape that will in any way mark up the hall's natural beauty. 3M Command Hooks have been strategically placed along the pavilion walls and pillars. If needed, 3M COMMAND you are welcome to add more. Items (e.g. candles) with flames are not allowed during your event; the only exception are unity candles which may be lit for the ceremony only. All event décor and personal belongings must be removed by the time you leave the pavilion. To ensure the return of your deposit, please remove your belongings, bag up garbage, and make sure there is no damage to the building.

**BEVERAGE POLICY:** The bar is licensed to, and operated by, the AMVETS. **By law, all alcohol consumed in the pavilion or on the patio must be served by the AMVETS. Violations of this policy by both client and/or guests will result in forfeiture of damage deposit.** The AMVETS will stock the bar, serve drinks, and clean up the bar area before leaving; the price of the drinks will cover their fee. NO WATER, SODA, BEER OR ALCOHOL CARRY-INS ALLOWED. The AMVETS will contact you at least 6 weeks prior to your event for final details. For price quotes and additional information, contact Bobbi Hacker at 715-851-3160 or email her @ [bobbette\\_hacker1973@yahoo.com](mailto:bobbette_hacker1973@yahoo.com). **The area behind the bar is not available for public use.**

**FOOD:** You may bring in your own food or use a catering service. You will need to supply your own table coverings, tableware, beverage glasses, etc. **Please be sure you or your caterer bring adequate serving utensils, extension cords, etc., as we do not supply any of these items.** You and your caterer are responsible for the cleanup of the food and trash from the meal, the garbage to be placed in the designated area. All back of the house areas including Park Store, Snack Shop, maintenance/storage closet are off limits.

For additional information please call 715-524-4986 or 715-526-5216.