

Pavilion on the Lagoon

located in Pekin Park District's Mineral Springs Park



This beautiful historic 110+ year old building serves as the focal point of our community and is available for your group, family or organization's use. Comfortably seating 70 people, the Pavilion is air-conditioned, surrounded with windows overlooking the lagoon with a large wrap-around porch.

Rental Information and Contract



257 Pavilion Road
(located in the center of Pekin, corner of 14th and Court streets)
Pekin, IL 61554

309-347-PARK

Weddings, anniversary parties, baby showers, business meetings and family get-togethers are popular. The Pavilion is not available for-profit events. The building is equipped with a kitchen area with microwave, refrigerator and large coffee pot. Food and drink may be brought into the building. The Pavilion is handicapped accessible.

To view Pavilion calendar, go to www.pekinparkdistrict.org left column, click on rentals/permits, click on Pavilion on the Lagoon. For reservations, please contact Carrie at (309)201-4008 or csmith@pekinparkdistrict.org.

With your rental, the following tables & chairs are provided for your use;

- 8 Round Tables 5ft. diameter seats 6
- 3 Rectangular Tables 30" x 72" seats 6
- 1 Serpentine Table (may be used for gifts, drinks, etc.)
- 66 Chairs

2 long tables 30" x 72" are placed outside the kitchen for food. Table cloths are not provided, you may provide your own. Upon entrance, the pavilion attendant will meet you at your specified start time. The building will be arranged as the picture below to seat 66.



If another arrangement is needed, \$25 fee is charged for additional labor for set-up and tear-down. Set-up and clean-up must be completed during your specified rental time. Please make your caterer, DJ, decorator, photographer, others associated with your event aware of your rental time.

The following are not allowed: Alcoholic beverages, smoking, candles, confetti, piñatas and fog machines. Decorations may be used for tables and pillars. Floral wire works well attaching décor to pillars. To ensure the historic charm of the building, nothing can be hung from the walls, or tables moved on the original flooring without assistance from the attendant.

The main floor and porches are available for use. (The balconies are not accessible) Tables and chairs must remain in the building. Parking is located in the Dug-Out parking lot, just east of the Pavilion, accessible by sidewalk to the building. We recommend you provide a shuttle service (car or van) to provide assistance for elderly, small children and just for fun!

Pavilion Rental Fees, due upon registration

- \$40 per hour for Pekin Park District residents
- \$45 per hour for non-residents
- (Minimum 2 hour rental)**
- \$25 for alternate table arrangement
- \$50 for Wedding set-up

Pavilion Rental Contract

**** Please Print Information Legibly****

Contract/Permit Holder _____

address _____

city _____

zip _____

cell / Primary Phone _____

e-mail _____

rental day _____

date / _____, 20____

start time _____:____am/pm

end time _____:____am/pm

purpose of reservation _____

approx. # attending _____

1. Permit holder must be 18 years of age.
2. Alcohol is not allowed.
3. The permit holder is responsible for and will pay for any damages arising out of use of the area.
4. Nothing may be stapled, nailed or taped to Pavilion walls, pillars or banisters.
5. Refunds will be made if notified at least 30 days in advance of reservation date. A \$10 processing fee is accessible upon cancellation.
6. You are responsible for taking all items you brought in with you, placing all garbage in receptacles, and leaving the area clean.
7. Vehicles are not allowed to be driven or parked on grass.
8. I agree to indemnify and hold harmless the park district, it's staff and commissioners from any and all claims resulting from injuries, including death, damages and losses sustained by my group and arising out of, connected with or in any way associated with the use of the park and facilities. The undersigned agrees to the conditions set forth above, and states he/she are duly authorized to make such an agreement.

Permit holder's signature _____

_____/____/____ 20____
Today's date

OFFICE USE ONLY:

Cash/Check _____

Received by: _____

Approved: _____

Credit Card Number _____

Exp. Date _____

3 Digit Code _____

\$ _____

Total Paid _____

_____/____/____
Today's Date

NOTES: _____

