

## PAVILION RESERVATION FORM

Reservations are only taken after January 1<sup>st</sup> for the current and upcoming year. No reservations are taken before that date.

Reservations are taken over the telephone or in person by either calling or stopping by City Hall. The following pavilions located at parks throughout the City of St. Charles are available for reservations.

The following fees are associated with pavilions reservations:

\$25 Rental Fee – Non refundable if cancelled within 2 weeks of event.

\$50 Deposit

Payment will be accepted in the following forms: cash, check or Visa / MasterCard.

If paying with a card, the credit card will be charged the \$25 rental fee the day the reservation is made and the card number recorded for the deposit. The card will only be charged for the deposit amount of \$50, **IF** there is damage or additional cleanup required.

**City Park** – Located on Hwy 14 West – Has playground equipment, ball fields, running water. All three pavilions have electric service.

North Pavilion – Located near the volleyball courts. This pavilion is brick construction.

South Pavilion – Located near the soccer fields. This pavilion is a free standing pavilion.

Middle Pavilion – Located in the middle of the park near the play equipment.

**Jessen's Park** – Located off of Gladiola Drive and Park Road – Has playground equipment, volleyball court, disk golf course and portable bathrooms.

Jessen's Pavilion – only pavilion at Jessen's Park. Pavilion has electric service.

**Brookwood Park** – Located off of Meadowview Drive.

Brookwood Pavilion – only pavilion at Brookwood Park. This pavilion has electric service.

**Kieffer Park** – Located off of Old Valley Road.

Kieffer Park Pavilion – only pavilion at Brookwood Park.

**Mel Brownell Aquatic Center** – Located off of East Avenue the Aquatic Center is open to the public between June 1 and Gladiolus Days – dates may vary year to year.

Aquatic Center Pavilion – Only pavilion available at the Aquatic Center, this pavilion has electric service.