

## Nelson Family Pavilion Rental Information

The following information is designed to give you an understanding of renting the Nelson Family Pavilion. Further questions should be directed to the Park Office at 920-339-4065.

### Rental Cost:

Monday - Thursday		Friday – Sunday and Holidays	
De Pere Residents and De Pere based Not for Profit Organizations	\$250/day	De Pere Residents and De Pere based Not for Profit Organizations	\$400/day
Non-residents and all other Not for Profit Organizations	\$400/day	Non-residents and all other Not for Profit Organizations	\$550/day
Bowl Area	\$250/day	Bowl Area	\$250/day

Voyageur Park Bowl: The bowl may be rented in conjunction with the Nelson Pavilion for an additional \$250/day. Due to parking restrictions, the Nelson Pavilion and Bowl can not be rented together if there are current outdoor shelter rentals in the park.

### Reservations

Residents/De Pere Based Not for Profit organizations allowed to reserve one year prior to the date of the rental.

Non-Residents, all other Not for Profit organizations, and general businesses shall be allowed to reserve the facility six months prior to the rental date.

### Security Deposit:

A \$250 security deposit is required at the time of rental. Your security deposit is returned in full after completion of your rental, keys are returned, and facility is inspected to insure there is no damage or clean up required.

### Capacity Limits:

Susan Ann Cloud Multi-Purpose Room	- 49 People
KC and Georgia Stock Patio	- 500 People (standing)

### Tents:

Along with your rental you are permitted to set up a portable tent within a 50 ft radius of the facility. The tent may not be larger than 30'x30' and must follow all local codes and/or requirements. The renter is also responsible for contacting Diggers Hotline.

### Restroom:

The facility is equipped with one restroom inside the multipurpose room and dedicated solely to the renter. In addition, there are eight restrooms that are open to the public on the exterior of the building.

### Furniture/Supplies:

With the rental of the Nelson Pavilion, the following furniture is included:

10	6' Banquet Tables
36	Folding Chairs
4	Bar Height Tables and 16 Chairs
7	Picnic tables (patio)

### Electric:

The facility is equipped with multiple power outlets and circuits. However, with all electrical systems it cannot handle an infinite number of roasters and high wattage equipment. A complete guide will be available at the Nelson Pavilion. For outlets along the counter, a maximum of one roaster can be plugged in per outlet. For the remaining outlets in the building, one roaster for every three outlets is recommended.

**What facilities are included in the rental?**

When you rent the Nelson Pavilion you are provided individual use of the multi-purpose room and the patio. The exterior use restrooms are open for public use.

**Rental of Voyageur Park does not include the rental of the Nelson Family Pavilion.**

**Can I rent the multiuse room or the patio separately?**

At this time when you rent the Nelson Pavilion it includes both the multi-purpose room and the patio. We currently do not rent these facilities separately.

**Decorations:**

You are allowed to decorate in and around the facility. However, please keep in mind that whatever is put up for decorations must come down. In addition, the type, and materials you use for decorations cannot damage or compromise the facility. Any decorations or remnants of decorations left after your rental will be removed by City staff and then appropriate fees deducted from your security deposit. Although the use of helium balloons is not restricted from decorating, if any were to be released to the ceiling of the multi-purpose room, the full security deposit would be forfeited.

**Music:**

You are permitted to play music at the facility. The facility is uniquely equipped to house small acoustical performances to larger bands. When doing so, renters must follow and abide by the City's noise ordinance.

**Heat:**

The Nelson Pavilion is equipped with in-floor heating which allows for year-round use, however, is not perfectly equipped for mid-winter use.

**Cancelations/Transfer:**

Due to popularity and the commitment of resources, our current policy does not allow for cancelations and/or requests to transfer dates. Please be sure of your event date before reservations are made.

**Special Events:**

For events open to the public, the event/organizer is required to submit a Special Events Application with the City of De Pere. Please visit [www.depere.gov](http://www.depere.gov) for further information.

***This brochure is designed to give you an overview of renting the Nelson Pavilion. For complete rental information and guidelines, please visit [www.deperewi.gov](http://www.deperewi.gov), or contact 920-339-4065.***



De Pere Parks, Recreation and Forestry Department  
920-339-4065  
[www.depere.gov](http://www.depere.gov)