

Windsor Heights Performance Pavilion Rental Policy and Fee Schedule

Windsor Heights Colby Park Performance Pavilion Fees and Charges 2009

Free Event/Private Wedding

Any business, agency, or individual whose use is intended for the general public or private wedding ceremony where no actual admission fee is charged at the site. (Uses such as fun runs and rides, political campaigns, etc.) or, a “Cultural Art” use where an admission fee is not being charged.

.....\$50/hr. with a minimum \$200 rental* (\$40 an hour with a minimum \$160 for Windsor Heights’ residents, Chamber members or bona fide non-profit agencies) Deposit: \$100

Fee-Based

Any business, agency, or individual whose use is for a restricted or closed audience, i.e., employees, clients, or membership where the use will result in financial gain for the business, agency, or individual. Or, a “public use” where admission fees generate revenue for an individual, business, or agency. In either case, the use and/or revenue from the use benefits the agency or a restricted number of people.

..... \$100 per hour with a \$400 minimum rental* (\$80 an hour with a minimum \$320 for Windsor Heights’ residents and Chambers and bona-fide non-profit agencies) Deposit: \$200

Rental Policy

- A credit card deposit will be taken and refunded if appropriate within 30 days after the event. Should there be damage beyond the deposit, the credit card on file will be charged for the amount of the damage or cleaning fee.
- The facility must be left in a litter and clutter-free state.
- Renters must sign a rental agreement.
- A sound system is available from the City to rent. If the City’s sound system is used, the renter must use a City-approved contractor to operate the equipment.
- If a private sound system not owned by the City is used, sound equipment may not be hung from the roof beams, supports, joists, etc.
- Nothing may be hung from the roof beams, supports, joists, etc. unless specifically approved.
- Drilling into any section of the pavilion for any reason is not allowed.
- Hours of operation for the pavilion are 8:00 a.m. to 11:00 p.m. for non-City functions.
- Driving or parking on the grass is not permitted.
- Blocking the trail that runs behind the pavilion is not permitted.
- In the circumstance that alcohol is being sold at an event, security must be provided. The security work must first be offered to the Windsor Heights’ Police Department and, if no one is available, may then be contracted with an outside law enforcement agency.
- Any organization whose purpose is to support or enhance the activities and services of the City of Windsor Heights, who is holding a meeting or public event, can use the facility at no charge if available.
- The Windsor Heights City Administrator may waive the minimum rental fee or the rental fee entirely under special circumstances

