



CITY OF SANDUSKY PARKS, RECREATION & HORTICULTURAL SERVICES SHELTER & GAZEBO POLICIES

FEES:

- ◆ *Reservations must be made in advance by contacting the General Services office at 419-627-5884 between the hours of 8:00 a.m. and 4:00 p.m.*
- ◆ *Reservations are accepted after January 15th of the year reserving.*
- ◆ *Payment of all fees is required at the time the reservation is made.*
- ◆ *No reservation is confirmed until payment has been received.*
- ◆ *Acceptable forms of payment are cash, or checks and money orders, made payable to the "City of Sandusky."*

SHELTER:

- ◆ Parks close at 10:00 p.m.
- ◆ Alcoholic beverages are not permitted
- ◆ Loud music, obscene language or boisterous behavior breaching the public peace is not permitted
- ◆ A reserved facility shall be left clean and litter free
- ◆ All trash must be placed in the dumpster or trash cans provided.
- ◆ Anything used to affix decorations to the tables and/or shelter house must be removed

GAZEBO:

- ◆ The Gazebos can be used for a wedding ceremony only.
- ◆ NO RECEPTIONS CAN BE HELD IN THE PARK.
- ◆ Seating is not permitted with the exception of providing up to four (4) chairs for elderly relatives as needed.
- ◆ No confetti or rice is permitted to be thrown after the ceremony. Birdseed can be used as an alternative.
- ◆ The City has adopted a policy of not allowing anything to be affixed, (decoration, etc.) to the structure.

If a wedding is to be held in the Washington Park area, we ask that the members and guests of the wedding abide by the "No Parking" stipulation on Washington and Wayne Streets. Disregard for these signs may result in violators being ticketed and fined.

CELEBRATION MOUND

Celebrate momentous occasions with the beauty of architectural landscaping in historic Washington Park. Celebrate Weddings, Birthdays, Graduations and Anniversaries on a landscaped mound in Washington Park located between Washington Street and Washington Row in historic downtown Sandusky.

Cost is \$125.00 per weekly rental and reservations are taken on a first come first served basis from May to the middle of October. Reservation forms are available online at www.cityofsandusky.com or in the Recreation office on the 1st Floor of City Hall. For additional information, contact the General Services Division at 419-627-5884.



CITY OF SANDUSKY

PARKS, RECREATION & HORTICULTURAL SERVICES

Shelter & Gazebo Reservation Form



Name of Group: _____ Today's Date: _____

Name of Applicant: _____ Signature: _____

Address of Applicant: _____ Fax: _____

Phone of Applicant: (Day) _____ (Evening) _____ (Email) _____

Date of Event: _____ Time Used: (From) _____ a.m./p.m. (To) _____ a.m./p.m. (For Gazebo/Schade-Mylander only)

No Alcohol is permitted in the picnic shelters or gazebos. Approval from the Parks & Recreation Department is mandatory.
A copy of this form will be returned to you as your receipt and confirmation of shelter.

SHELTER RESERVATION	1st Choice	2nd Choice	3rd Choice
CHURCHWELL PARK \$30.00 Resident - \$40.00 Non-Resident	Shelter (4 Tables - 1 Grill)		
DORN PARK \$30.00 Resident - \$40.00 Non-Resident <i>*Athletic Fields & Concession may be in use at time of reservation</i>	Shelter (6 Tables - 2 Grills) Electric		
FARWELL PARK \$30.00 Resident - \$40.00 Non-Resident	Shelter (3 Tables - 2 Grills)		
FOXBOROUGH PARK \$30.00 Resident - \$40.00 Non-Resident	Shelter (4 Tables - No Grills)		
WIGHTMAN-WIEBER PARK \$30.00 Resident - \$40.00 Non-Resident	Shelter (6 Tables - 2 Grills)		
LIONS PARK NORTH \$30.00 Resident - \$40.00 Non-Resident	Shelter (8 Tables - 4 Grills)		
LIONS PARK SOUTH \$30.00 Resident - \$40.00 Non-Resident	Shelter (8 Tables - 4 Grills)		
SCHAEFFER PARK \$30.00 Resident - \$40.00 Non-Resident	Shelter (3 Tables - 2 Grills)		
VENICE PARK \$30.00 Resident - \$40.00 Non-Resident	Shelter (5 Tables - Grills)		
SHORELINE PARK \$50.00 Resident - \$70.00 Non-Resident	Shelter (16 Tables - 4 Grills) Electric		
GAZEBO RESERVATION	RESERVED FOR: (such as Wedding, etc.)		
WASHINGTON PARK GAZEBO \$30.00 Resident - \$40.00 Non-Resident			
SHORELINE PARK GAZEBO \$30.00 Resident - \$40.00 Non-Resident			
FACER PARK GAZEBO \$30.00 Resident - \$40.00 Non-Resident			

When completed, please mail to: Sandusky Parks & Recreation, 222 Meigs St., Sandusky, OH 44870 or drop off at the Recreation Director's office at City Hall, 1st Floor (first door on the left from west end entrance)

For Office Use Only: RESIDENT NON-RESIDENT (Initials) _____ PAYMENT (Initials) _____ APPROVED