

PAVILION RESERVATION INFORMATION



CARD Activity Center, 10 Gateway Dr., Collinsville, IL 62234

618-346-PLAY (7529)

618-346-7530 (FAX)

The Collinsville Area Recreation District offers pavilions for the use of the general public. Pavilions may be reserved in advance. Reservations must be made in person from 9 a.m. to 5 p.m., Monday-Friday or 9 a.m. to noon on Saturdays, at the CARD Administrative Office, 10 Gateway Drive, Collinsville, IL 62234. Reservation applications may be sent and/or received by fax to 618-346-7530. Staff is permitted to check the availability of any date or pavilion by phone.

Reservations are accepted on a first-come, first-serve basis beginning the first business day of that calendar year. Reservations must be made no less than one week in advance of the date desired. Normally, each pavilion will be provided with a number of picnic tables, however, the Park District reserves the right to move tables and cannot guarantee that the listed number of picnic tables will always be available.

Following approval of a reservation, CARD will mail the Pavilion Reservation Permit. Bring this permit with you on the day of the pavilion rental.

PAVILIONS and CAPACITIES

<u>Location</u>	<u>No. of tables and sizes</u>		<u>Seating (estimated)</u>
Woodland Park:			
<u>Jaycee</u>	<u>14</u>	<u>8 ft</u>	<u>112</u>
<u>Optimist</u>	<u>10</u>	<u>6 ft</u>	<u>60</u>
<u>Rotary</u>	<u>6</u>	<u>6 ft</u>	<u>36</u>
<u>Lions</u>	<u>6</u>	<u>6 ft</u>	<u>36</u>
<u>Lakeview</u>	<u>6</u>	<u>6ft</u>	<u>36</u>
Glidden Park:			
<u>Jr. Service</u>	<u>12</u>	<u>8 ft</u>	<u>96</u>

Pavilion reservation fees must be paid at the time the reservation is made. A full refund will be made if a reservation is canceled prior to the mailing of the confirmation. In the event of a weather-related cancellation, the reservation may be rescheduled to any other date that is available at no additional charge. If no other date is available, or acceptable, a refund of fifty percent (50%) of the Pavilion Reservation Fee will be made. All refunds will be by check mailed to the person named on the reservation form.

RESERVATION FEES

Based on pavilion size. Fee: the rate for anyone. Benefit ID: reduced rate for those with a Benefit ID card.

Jaycee	Fee: \$60	Benefit ID: \$35
Optimist, Rotary, Lions, Lakeview	Fee: \$40	Benefit ID: \$20
Jr. Service	Fee: \$60	Benefit ID: \$35

Additional Information

Permit applications will be accepted beginning the first business day of the year.

The Collinsville Area Recreation District reserves the right to deny any Permit Application if such application is not consistent with the location or equipment available, the granting of a Permit would cause damage to persons or property within the parks, or such use is not consistent with the park area being requested.

A few rules: **Liquor is not permitted in any park or pavilion without a permit.** Liquor permits are available at CARD for \$15.00. Solicitation or sale of items is prohibited without specific authorization from the Park District. Parking is permitted only in parking lots or other designated areas. Please do not park on the grass.

Each group or organization is responsible for the condition of the area being used. Permit holders will be held financially responsible for damage or abuse to buildings, tables or other equipment that appears to be beyond normal wear. Please report any damage, vandalism, or dangerous conditions to CARD by calling 618-346-7529.

