2024 Park Shelter Rental

Park Picnic Shelters are available for rental on a first-come, first-serve basis.

- All reservations must be made in person at the Centre of Elgin Front Desk or online at centreofelgin.org.
- To receive a permit all reservations must be booked and completed three days prior to reservation date.
- Payment is due in full at the time of booking.
- The shelters are available daily from 8AM to dusk during the rental season (April 6, 2024 – October 6, 2024).
- No refunds for unused reservation dates. Inclement weather dates can be rescheduled, if available.
- Permit fee is for 6 hour period. Picnic permits for longer than 6 hr. has an addit. cost- $20/hr R/NR; $10/hr NFP

### Shelters & Capacity

<table>
<thead>
<tr>
<th>Shelter</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lords Park – North, West &amp; East</td>
<td>70</td>
</tr>
<tr>
<td>Wing Park – 1, 2, 3</td>
<td>70</td>
</tr>
<tr>
<td>Trout Park</td>
<td>100</td>
</tr>
</tbody>
</table>

### Rates & Other Fees

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident</td>
<td>$150.00*</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>$160.00*</td>
</tr>
<tr>
<td>Not-for-Profit</td>
<td>$140.00*</td>
</tr>
<tr>
<td>Additional Hours</td>
<td>$20/hr Res/NR; $10/hr NFP</td>
</tr>
</tbody>
</table>

* 6 Hour Rental Period

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## Walton Island

The Walton Island Gazebo may be rented beginning at 9 AM.

- All bookings must be made with the Centre Banquet/Rental Office.
- For availability and booking appointments, call (847) 531-7047 or email banquets@cityofelgin.org

### Rates & Other Fees

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident</td>
<td>$250.00*</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>$250.00*</td>
</tr>
<tr>
<td>Additional Hours</td>
<td>$10.00/HR</td>
</tr>
</tbody>
</table>

* 6 Hour Rental Period

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### Walton Island Gazebo

- Has No Table or Chairs
- Has Electricity
- Seats 150
- Island on the Fox River across from the Hemmens and The Centre

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Scan to reserve shelter
## 2024 Shelter Info.

<table>
<thead>
<tr>
<th>Facility</th>
<th>Amenities</th>
<th>Location/Other</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lords Park – East</strong>&lt;br&gt;325 Hiawatha Drive&lt;br&gt;Elgin IL 60120</td>
<td>• No Water&lt;br&gt;• Has Electricity&lt;br&gt;• Restrooms – West of shelter&lt;br&gt;• Occupancy 70</td>
<td>Near the East Playground</td>
</tr>
<tr>
<td><strong>Lords Park – North</strong>&lt;br&gt;325 Hiawatha Drive&lt;br&gt;Elgin IL 60120</td>
<td>• No Water&lt;br&gt;• Has Electricity&lt;br&gt;• Restrooms – Near west shelter&lt;br&gt;• Occupancy 70</td>
<td>Near Lords Park Pool</td>
</tr>
<tr>
<td><strong>Lords Park – West</strong>&lt;br&gt;325 Hiawatha Drive&lt;br&gt;Elgin IL 60120</td>
<td>• No Water&lt;br&gt;• No Electricity&lt;br&gt;• Restrooms – East of shelter&lt;br&gt;• Occupancy 70</td>
<td>Across from the buffalo pens next to the West Playground&lt;br&gt;The Farm Zoo opens June to August. <em>(see brochure)</em>&lt;br&gt;Bison, Elk, and White Tail Deer are in the fenced area all year round.</td>
</tr>
<tr>
<td><strong>Trout Park</strong>&lt;br&gt;Rt. 25 &amp; Duncan Ave.&lt;br&gt;Elgin IL 60120</td>
<td>• No Water&lt;br&gt;• Has Electricity&lt;br&gt;• Has Grill&lt;br&gt;• Restrooms – Port-O-Lets&lt;br&gt;• Occupancy 100</td>
<td>Close to Rt. 25 &amp; Playground</td>
</tr>
<tr>
<td><strong>Wing Park – 1</strong>&lt;br&gt;1000 Wing Street&lt;br&gt;Elgin IL 60123</td>
<td>• No Water&lt;br&gt;• Has Electricity&lt;br&gt;• Has Grill&lt;br&gt;• Restrooms – by playground&lt;br&gt;• Occupancy 70</td>
<td>Near Playground</td>
</tr>
<tr>
<td><strong>Wing Park – 2</strong>&lt;br&gt;1000 Wing Street&lt;br&gt;Elgin IL 60123</td>
<td>• No Water&lt;br&gt;• Has Electricity&lt;br&gt;• Restrooms - by playground&lt;br&gt;• Occupancy 70</td>
<td>Near Golf Course and Basketball Courts</td>
</tr>
<tr>
<td><strong>Wing Park - 3</strong>&lt;br&gt;1000 Wing Street&lt;br&gt;Elgin IL 60123</td>
<td>• No Water&lt;br&gt;• Has Electricity&lt;br&gt;• Restrooms – by playground&lt;br&gt;• Occupancy 70</td>
<td>Near Wing Park Golf Course</td>
</tr>
</tbody>
</table>
Park Shelter Rules and Guidelines

I. REGISTRATION INFORMATION:
- Reservations can be made as early as the first business day of the new year (Jan. 2) but no later than three working days prior to booking date.
- Any shelter rental having 100 guests or more must submit a Special Event application. Applications can be accessed at: https://bit.ly/spcpermits

Live Music will require a special event sound permit.

SOUND AMPLIFICATION ORDINANCE/GUIDELINES:
- The operation of sound amplifying equipment shall occur:
  Sundays - Thursdays between the hours of 8:00 a.m. - 8:00 p.m.
  Fridays & Saturdays between the hours of 8:00 a.m. - 11:00 p.m.
  Hours may be extended if approved by the City Manager or his designee.
- No person shall operate or permit operation of any sound amplification device or system from any property line within the city which can be heard from a distance of 75 (seventy five) feet or more from any property line of such residential property during nighttime hours or which can be heard from 150 (one hundred fifty) feet or more from the property line of any such residential property during daytime hours. Sound permit application: https://bit.ly/spcpermits

II. PARK RULES/REGULATIONS:
- No alcohol is allowed in any of the parks.
- Dogs must be leashed at all times and cleaned up after.
- PARK HOURS ARE FROM DAWN TO DUSK.
- No fireworks or firearms are allowed.
- No horses or ponies are allowed in the park unless authorized.
- No moonwalks, dunk tanks, bounce houses, tents, canopies or any devices which are staked down are allowed in any of the parks.
- Do not disturb or interfere with birds or animals, plants, shrubs, fences or benches.
- Do not write on or deface in any manner any property or thing in the park.
- Do not paste or affix any posters in or around the park.
- Do not drive in excess of 15 miles per hour within the park and do not park any vehicle except in designated areas.
- No grills or fires allowed except in designated areas. All charcoal grill must be contained in standard bbq equipment and coals removed from park by lessee.
- Do not litter, do not throw stones or rubbish nor bathe in any pond or stream.
- Do not play football, baseball or any other game except in designated areas.
- Do not hit golf balls except in designated area.
- Do not sell any article on any city park property.
- No live music, carnival games, or food trucks.

III. CONDITIONS OF RENTAL:
- NO REFUNDS WILL BE GIVEN FOR ANY UNUSED RESERVATION DATE.
- This permit must be in possession of the lessee upon request of any City of Elgin representative.
- Lessee is responsible for the good conduct/order of the group and must be present at the event.
- Lessee is responsible for cleanup of area rented.
- All charcoal fires must be contained in standard barbecue equipment and cinders removed from park by lessee.
- Loud or unauthorized noises are prohibited. - Extending group size in excess of number permitted will void permit.
- If you experience problems before, during or after your rental, please contact police non-emergency at 847-289-2700.

January 2024