

# CAHILL PAVILION RENTAL INFO

1001 E. Fairmount Ave, Whitefish Bay WI, 53217

Please review the below information before your event!

## 1. Hours of Operation

- a. Cahill can be reserved between 8:00 am and 10:00 pm Monday - Sunday. There is a 3-hour maximum event limit. You get a complimentary half hour before and after your event for setup and breakdown.

## 2. Cancellations/Refunds

- a. Are NOT permitted within 10 days prior to your scheduled reservation.

## 3. Pavilion Entry

- a. You may ONLY enter during the rental day and times for which you have reserved.
- b. Entry at any other time is prohibited.
- c. You may not return to the pavilion after your reservation time for any reason, including clean-up.

## 4. Pavilion Cleanup Procedures

- a. Leave the facility clean and ready for the next renter. Floors should be swept with broom/dust pan found in utility closet, and tables/chairs used during your rental should be wiped clean.
- b. All decorations taken down and litter properly placed in trash container.
- c. If you are renting the Pavilion during a long holiday weekend, please bag up any garbage with food and throw in outside garbage bins/take home with you for disposal.

## 5. Key Pick-Up/Return

- a. Keys must be picked up/returned at the date/time indicated on your receipt.
- b. A Key Return Security Deposit of \$75.00 (via check or credit/debit card) must be given at the time of reservation. This deposit is charged if the pavilion key is not returned within three days after your event.

## 6. Cahill Pavilion/Park Issues

- a. Contact the North Shore Dispatch at (414) 962-4619 if a problem arises during your rental. They should be contacted if a sink/toilet is clogged, the sew is backed up, evidence of vandalism, or the heat does not work.

## 7. No Exchange of Money

- a. Any sales, fees, fundraising, or any other exchange of monies are not allowed in the pavilion or on park property.

## 8. Smoking

- a. Smoking in and around the Cahill Pavilion is prohibited.

## 9. Alcohol/Grilling

- a. Alcohol is allowed but must be stored and consumed inside the Pavilion. A permit from the Village of Whitefish Bay is not required.
- b. The renter may bring a grill to their reservation as long as the grill remains outside at all times.

## 10. Larger Events/Music/County Village Services

- a. Reservations that are open to the public, include music and/or a larger number of attendees, or require County Village services like the Police Department, etc. may require a Special Events Permit from the Village of Whitefish Bay. Questions can be directed to the WFB Village Hall at 962-6690.

## 11. Eligibility Requirements

- a. The Cahill Pavilion is available to residents of Whitefish Bay only. The person reserving the facility must be over 21 years of age. For-profit organizations/groups/businesses and non-residents are not eligible to rent the pavilion.

## 12. Pavilion Bathrooms

- a. Bathrooms can be accessed from both the inside and outside of the pavilion. As long as the bathrooms are open from the outside of the building, the public/anyone who is utilizing Cahill Park is allowed to use the bathrooms. They are not, however, allowed to access the bathrooms from inside the pavilion during your event.

