



Lakeview Center Frequently Asked Rental Questions

Items that are not allowed - confetti, glitter, pets, fog/bubble machines, silly string, piñatas, propane grills, outdoor heaters

Q: What do I need to do to reserve a room?

A: A non-refundable deposit of \$200 or \$500 with a rental agreement is required to reserve a date and time.

Q: What is included in the rental fee?

A: WPD provides tables and chairs for your rental. We also have a podium and easels are also available. The renter must bring all other items.

Q: Is parking included in the rental?

A: Rentals that occur between the Saturday of Memorial Day weekend and October 15th may park on upper drive and on side streets outside of the park for free. Parking in the main lot requires a season or daily pass. Daily parking passes are available onsite day of but sell out early as only a limited number are sold per day. Vendors may park with flashers on for 20 minutes to load in items without a pass. If vendors want to park on-site they will need to purchase a daily parking pass. Parking without one may cause the vehicle to receive a citation from the police. Rentals that occur outside of the stipulated timeframe may use the main beach lot without purchasing season or daily passes.

Q: Is there a kitchen or fridge?

A: The Lakeview Room rental comes with a service counter that consists of a sink and under counter fridge and freezer and a full size fridge/freezer in the caterer closet. There is also a warming cabinet that warms up to 175 degrees that will require you to bring full size sheet pans, 18 x 26, in order to use. Rental of the Gillson Room does not give you access to any of these areas/items.

Q: Is alcohol allowed?

A: Yes! An additional fee is required to purchase liquor liability. Alcohol must be consumed inside the Lakeview Center or on its deck. Alcohol is prohibited in all other areas of Gillson Park.

Q: Can I bring in my own food or caterer?

A: Yes! We allow food to be brought in, dropped off or a full service caterer can come in. We do not have a preferred caterer list. Any catering company who will remain on site during the event must provide the Park District with a certificate of insurance.

Q: Do you have wifi?

A: Yes! The Lakeview Center has a guest wifi with login instructions located inside the rooms.

Q: What type of clean-up is involved?

A: Decorations and food must be cleaned up, all refuse should be placed in garbage cans/bags, and the tables and chairs should be clean and left in proper order. All items must be removed from the space at the end of the rental, any items left will become property of WPD. Please note that all clean-up time must be included in your contract time.

Q: Is there a speaker system?

A: No, we do not have a speaker system for rentals. Each room is small enough that a small to medium sized Bluetooth speaker is adequate depending on the rental activity.

Q: Can I stream pictures or videos from the TV?

A: Yes, pictures and videos can be streamed from the hardwired smart TV in the Lakeview Room. You will need to bring an HDMI cord and a laptop. The Gillson Room does not come with a TV.

Q: Can I decorate the rental space?

A: Decorations may not be hung from the walls, ceiling or lights. All decorations must be freestanding and cause no damage to the facility. Candles are not permitted.

Q: What is included in a ceremony outdoors?

A: Our add-on for ceremonies is an outdoor use permit, this does not guarantee exclusive use of the park but allows use of a certain area. Chairs may be available as an add-on to your rental contract for a per chair fee. Chairs are not available for beach ceremonies and beach ceremonies cannot be held between Memorial Day weekend to Labor Day.