

RAMONA PARK PAVILION RESERVATION POLICY

- A refundable security deposit of \$100.00 is due at the time of making your reservation (see cancellation policy). The deposit is a separate fee and not applied towards rental fees. Failure to pay the deposit in the time specified could result in cancellation of the reservation. The deposit will be refunded within four to six weeks if the facility and surrounding grounds are left in proper condition and time limits are to be adhered to as well as no other Parks Rules and Regulations are broken.
- All rental fees are due in full at the time of making your reservation.
- Fee schedule:
 - \$70 Monday-Friday Rentals
 - \$110 Weekends & Holiday Rentals



- **CANCELLATION POLICY – The security deposit is non-refundable if reservation is canceled at any time for any reason. The rental fee will be returned if canceled before 1 month prior to your event otherwise any later cancellation will result in 100% forfeiture of the rental fee.**
- The shelter and surrounding grounds shall be left in proper condition.
- An additional \$5.00 daily park entry fee will be charged per vehicle during the period from Memorial Day through Labor Day. Please tell members of your party to give your name to the gate attendant so the \$5.00 fee will be charged instead of going by residency which might result in a higher fee being charged.
- No alcohol is permitted at Ramona Park.
- Do not remove any tables from either shelter.
- Electricity and Grills Available at both pavilions.
- All decorations are to be removed before leaving the facility after your rental.



Shelter #1 is closest to the playground;
Capacity: **80** Maximum
Number of tables reserved: **8**

PARKING VOUCHERS PROCEDURE

Thank you for your interest in renting one of the open-air pavilions at Ramona Park. From Memorial Day through Labor Day there is an entrance fee into the Park due to the benefit of having lifeguards on duty at the swimming beach. Below is the parking voucher procedure for advance purchase.

1. Determine how many vehicles will need to enter Ramona Park on your rental day.
2. Come to the Parks & Recreation Department in the lower level of Portage City Hall (7900 S. Westnedge) to purchase your Ramona Park Vouchers. The price for each Voucher is \$5.00 (for both Portage residents and non-residents if renting the pavilion). Must give a **24 hour notice** before picking up your vouchers.
3. Give your guests their Ramona Park Voucher to use on the day of the rental. The gate attendant will **not** hand out parking vouchers to your guests.
4. You can return any unused Ramona Park Vouchers within one week of your rental date. You will be reimbursed \$5.00 per voucher.



Shelter #2 is closest to the beach & sand volleyball court;
Capacity: **60** Maximum
Number of tables reserved: **6**