



PARKS AND RECREATION DEPARTMENT
CITY OF DUBUQUE, IA | 563-589-4263
PAVILION RESERVATION / USAGE POLICIES

PROBLEMS OR DIFFICULTIES WHILE AT A PARK:

Call the Eagle Point Park Toll Booth at 563-589-4216. Park staff is at the Eagle Point Park Toll Booth 7 days a week, 8:00 AM – 9:00 PM during the park season. Park season is the 1st Saturday in May – the 4th Sunday in October. If your call is not answered on the first try, please call again. Staff may be on the line with another patron or assisting a park visitor at the Toll Booth window.

If there is no answer at the Toll Booth (please try at least twice), call non-emergency Police dispatch, 563-589-4415.

SMOKING is not allowed in any park pavilions or buildings (Iowa Smoke Free Air Act).

DECORATIONS & TEMPORARY STRUCTURES: Battery operated candles only; **NO** nails, staples, tacks etc.; **NO** duct tape. Masking tape only; **NO** Chinese lanterns; **NO** confetti balloons. Bounce Houses are permitted under the guides that the Parks & Recreation Department has a copy of the company's insurance, and the company must supply a generator to run the bounce house(s). Per the Dubuque Fire Department, all air-supported temporary membrane structures, temporary special event structures, tents, and inflatables erected for less than 180 days require a permit from the Fire Marshal's Office. The Fire Marshal's Office can be contacted at 563-589-4195.

FOOD TRUCKS are allowed at the parks for catered events. Food trucks that wish to park in a city park and sell to the public need a permit from the City Clerk's Office. The City Clerk's Office can be contacted at 563-589-4122.

CLEAN-UP RESPONSIBILITIES: Permittee must leave the park or facility restored to a clean condition, including disposal of all trash and removal of all food and decorations.

AMPLIFIED MUSIC: Permitted if reservation is for entire pavilion.

Alcoholic beverages such as beer, wine, and liquor are allowed when renting a pavilion, providing the proper liquor licenses have been obtained and must be in plastic containers – no glass. Keg beer is not allowed. **Contact the City Clerk's Office 563-589-4120 for liquor licensing requirements.**

ELECTRICAL OUTLETS: 15 AMP electricity in all pavilions. OUTLETS at SHARED OPEN-AIR pavilions are to be shared with people in other reserved sections of that pavilion.

PET FRIENDLY PARKS AND TRAILS: Per City Ordinance revised July 1, 2020, leashed dogs and cats are allowed in certain locations. See list of parks and/or trails where dogs and cats are

allowed on leash at www.cityofdubuque.org/parks. Municipal citations will be issued to anyone with a pet in a park or trail where they are not permitted.

SIGNS designating reservation locations must be self-supporting (i.e., sign attached to wood and stuck in ground by pavilion).

ALL PAVILIONS HAVE PICNIC TABLE SEATING. **MOVING PICNIC TABLES from reserved areas without advanced approval is PROHIBITED per CITY ORDINANCE 10-5B-14.** If your party would like to move the picnic tables at your rented pavilion there is a required \$225 deposit, with \$25 being a non-refundable convenience fee. A picnic table move request must be made in advance and can be made from the time of booking, up until 2 weeks prior to your event. Requests made within 14 days of your event may not be approved. Requests must be made in writing and submitted to parkrec@cityofdubuque.org. Please allow 2 business days for processing.

PUBLIC WALK / RUN: If you are sponsoring a public walk or run in a city park and you also plan on using city streets/sidewalks, you **MUST GET A SPECIAL EVENT PERMIT FROM CITY CLERK'S OFFICE, 563-589-4122.**

USAGE OF PAVILIONS IS BY RESERVATION ONLY. Except for open air pavilions not rented, during inclement weather or when no other tables are available in the park.

EAGLE POINT ENTRANCE FEE: Pavilion rental does not include park entrance fee. \$1.00 fee entitles you to one (1) entrance into the park.

Eagle Point ADVANCED ADMISSION TICKETS: Admission tickets for Eagle Point Park may be purchased in advance, from the time of booking up until 2 weeks prior to your event. Requests made within 14 days of the scheduled event will not be approved. Requests must be sent to parkrec@cityofdubuque.org. For groups expecting 20 or more vehicles, there will be an administrative convenience fee of 7.5% added to the total for the admission passes. There is no convenience fee added to advanced admission ticket purchases with 19 or less vehicles. Unused tickets are refundable. Tickets may only be used on the day of the event. Please allow 2 business days for processing.

CLEARANCE FOR BUSES OR LARGE VEHICLES at Eagle Point Park: 12' 6" clearance on Promenade Bridge overpass.

RESERVATIONS may be made 11 months in advance. Port of Dubuque reservations may be made 15 months in advance. PAYMENT is required at the time the reservation is made.

REFUNDS: If requested up to 5 days prior to actual reservation date, full refund will be given. No refunds will be given for weather related cancelations.