

GUIDELINES FOR PAVILION RESERVATIONS

A request for the rental of a pavilion does not constitute exclusive use of a park. Parks must remain open to the public. Events and groups may not infringe upon public access. The number of participants expected will be reviewed in relation to the capacity of the park or facility and may cause denial of use. Failure to accurately state the number of guests in your group/event may result in cancellation of your reservation and refusal of a future request for the use of our city parks.

VEHICLES ARE NOT PERMITTED ON ANY AREA EXCEPT THOSE DESIGNATED FOR TRAFFIC AND PARKING.

You cannot charge admission in the parks. **NO GUNS ARE ALLOWED IN THE PARKS. NO AMPLIFIED MUSIC** (no live bands). **No crawfish boils or dinners are allowed in the city parks.** It is the intent of the Parks Department to minimize the impact of events to parks while maximizing the use of public land. We reserve the right to refuse the rental of pavilions or other park facilities in the event of destruction of property and failure to comply with park procedures.

SPECIAL REQUIREMENTS AND PROVISIONS:

It is the responsibility of the individual or group reserving the pavilion to make sure the facility is clean and trash is placed in the can(s) provided. **DO NOT dump cooking oil or food leftovers on park grounds or within the pavilions.** **If this is done, you may owe additional fees and/or you may be banned from using Little Rock parks.**

ONLY WOOD, PAPER, OR CHARCOAL MAY BE BURNED IN PAVILION FIREPLACES.

RENTAL FEES AND DESIGNATED HOURS FOR PAVILIONS:

Park hours are: 8:00 a.m. until 10:00 p.m.

Rental fees are:

\$65 for pavilions at Allsopp Park, Boyle Park, Crump Park, Hindman Park, Kanis Park, Morehart Park, Reservoir Park, and Union Park, for all day use

\$250 for MacArthur Park Foster Pavilion for all day use

Pavilions at Riverfront Park rent for the following:

\$200 for the Belvedere Pavilion for all day use

\$100 for the History Pavilion for all day use

\$50 for the Forever-A-Rose Garden for all day use (maximum of 20 people, standing room only)

\$100 for the Sculpture Garden for all day use

Ozark Pavilion - From 8:00 a.m. to 4:00 p.m., it is available for rent in 2-hour blocks for \$300 for 2 hours only.

After 4:00 p.m., the rental fee for 2 hours is \$500. (These rental amounts for Riverfront Park do not pertain to events where the entire park will be used.)

Pavilion at War Memorial Park rental is \$300.00.

A person making a tentative pavilion reservation by phone has three to ten days (depending upon how far out the reservation is made) to come into the Little Rock Parks and Recreation (LRPR) office with a photo ID, which will be scanned, and also to complete the LRPR Pavilion Rental & Rules form. Our office hours are Monday – Friday, 8:00 a.m. until 5:00 p.m. Payment may not be accepted after 4:30 p.m. Monday through Thursday and no later than 12:00 p.m. noon on Friday. Payment is accepted only by check or money order. Our office is closed on weekends and federal holidays.

REFUND POLICY:

No refunds are available and no rain checks will be issued.

USER AND DAMAGE FEES:

Scheduled fees cover the cost of routine maintenance and restoration of our parks to the original condition following its use. Application fees and damage fees apply to all permit holders without exceptions.

If you have any questions, please call (501) 371-4770.