Three Oaks Recreation Area

City of Crystal Lake, IL

Pavilion Rental Information

Pavilions Available to Rent

**If requesting to relocate tables, please provide a diagram of your desired table layout. A $25.00 table-relocating fee may be charged on a case-by-case basis.*

***** Picnic tables will not be moved to/from Pavilions B, C, & D and the Lake House Patio.***

Pavilion A: Picnic Grove Pavilion

- Capacity: 1-200 people
- 12 picnic tables under the pavilion (4 rows of 3)*
- Two (2) large outdoor charcoal grills
- Electricity
- Fireplace
- Reserves concrete pad only. Does not include grass area surrounding pavilion

Pavilion B: Island Pavilion

- Capacity: 1-25 people
- 2 stationary picnic tables under the pavilion; 1 stationary picnic table in the open**
- One (1) outdoor charcoal grill
- Electricity

Pavilion C: Volleyball Court Pavilion

- Capacity: 1-25 people
- 2 stationary picnic tables under the pavilion**
- One (1) outdoor charcoal grill.
- Electricity
- Exclusive use of one (1) Volleyball Court

Pavilion D: North Lake Pavilion

- Capacity: 1-30 people
- 2 stationary picnic tables under the pavilion**
- One (1) outdoor charcoal grill
- Electricity

Lake House Patio - **Available only after Labor Day through mid-October**

- Capacity: 1-60 people
- Approximately 15 stationary tables – 4 people per table**
- Catering allowed inside of Lake House complex
  - No grills, no tents
- Use of beach upon request (i.e. weddings, baptisms, etc.)

To reserve a pavilion, please take the following steps:

1. Visit the City of Crystal Lake's website at www.crystallake.org/three-oaks-recreation/pavilion-rentals
2. Click the pavilion rental portal to request a rental.
3. Create an account on the portal to access at any time.
4. City staff will review your rental request and either approve or reject the request.

Reservations must be requested at least 3 days in advance. All deposits and rental fees must be paid within 24 hours of pavilion request approval. If all payments are not received within 24 hours, the reservation will not be accepted.

- **Payment can only be accepted by credit card through the online rental portal. The deposit will be returned per the rental terms and conditions. The reservation is nontransferable.**
- Any permit will be granted on the condition that the permittee not interfere with the general use of the Park by the general public and obey all the laws of the State of Illinois and the ordinances of the City of Crystal Lake.
- No accessory structures may be erected; i.e. tents, stands, bleachers, etc. without prior approval.
- **Possession of Alcohol:** No alcoholic beverages are allowed without prior approval. Additional requirements for alcohol for groups over 50 people (See page 6). Possession and consumption of alcohol requires prior approval at the time of the initial rental. Alcohol consumption is limited to the pavilion and the area immediately around the pavilion. Alcohol is not allowed on any watercraft, in the parking lot, on the trails, or in the swim beach area.

Rental Terms and Conditions

Reservations for the year will begin on the first business day following January 1st for in person reservations at City Hall only. The 2nd business day following January 1st will be open to online rental requests. Rentals will be reserved on a "first-come, first-serve" basis. ***All deposits and rental fees must be paid within 24 hours of pavilion request approval. If all payments are not received within 24 hours, the reservation will not be accepted.***

Fees for City of Crystal Lake tax exempt, non-profit groups with an address in the City of Crystal Lake will be waived for Monday – Thursday rentals. The deposit is still required.

General Rules

- Pavilions are available for reservation from 9:00 AM – Sunset
- The area reserved must be left in a clean state with picnic tables in their designated area, and garbage placed in the provided receptacles
- No sound-amplifying devices are allowed as part of pavilion rental
- Picnic tables may not be moved to different locations**. If requesting to relocate tables, please provide a diagram of your desired table layout. A $25.00 table-relocating fee may be charged on a case-by-case basis for Pavilion A only. Picnic tables will not be moved to/from Pavilions B, C, and D**
- No driving shall be permitted on the trails or picnic areas without on-site City supervision and approval
- Requests for tents or canopies may be considered by the City following the submittal of a plan showing the proposed use. If approved, the tent or canopy must be installed and removed the day of the event. Locations for tents and canopies shall be determined and approved by the City. In addition, tents or canopies greater than 20' x 20' require an inspection by the City's Fire Rescue Department.

- No advertising signs on the property or soliciting on the property
- Failure to comply with the rules will result in forfeiture of the maintenance deposit, plus a fine of up to $500.00 and removal from the premises
- The use of the fireplace requires prior approval. Wood and lighters are not provided.
- Fixed charcoal grills are available for use near the Picnic Grove Pavilion. No gas grills may be used in the park, unless approved by City Staff for special events
- Any organization or corporate event shall show proof of insurance and name the City as additional insured, per the City's insurance requirements and sign an appropriate hold harmless/indemnification document. The individual signing the permit form and/or authorizing payment will be held responsible for relaying City rules and procedures to all group members

Frequently Asked Questions

What time does my rental begin? What time does it end?

When you reserve a pavilion, it is reserved from 9:00 AM – Sunset (Park Closing). If you need to access the pavilion prior to 9:00 AM, please contact us at least 24 hours in advance to make arrangements.

Can I install tents on the grass area at Three Oaks?

Small tents are allowed. Prior to setting up a tent, guests must receive prior approval from the Three Oaks staff. Tents must be less than 20' x 20', unless approval is given by the City. Any tent larger than 20' x 20' will require a $500 damage deposit for less than 200 people and a $1,000 damage deposit for more than 200 people. The Three Oaks staff may ask guests to remove tents during windy conditions, or during extremely busy periods. Renters should be aware that the park has a lawn irrigation system. If the tent spikes damage the irrigation system, the fee for repair will be deducted from the damage deposit.

If I rent a pavilion, do my out-of-town guests still need to pay for parking?

The pavilion rental fees do not cover any other park fees. Non-resident guests will still need to pay to park their vehicles. The parking fee for non-resident guests is $5.00 per vehicle. For your convenience, the City does sell pre-paid parking tokens, which you can distribute ahead of time to your guests. Alternatively, a parking tally can be taken at the parking gate if prior arrangements have been made. A list of expected guests (non-residents) must be submitted to a park manager at check-in upon arrival for the event. **Event tally requests will not be taken if requests are not received before your event and prior manager approval has not been received.** If requesting a parking tally, the Manager on Duty will review the total charges with the event host at check-out. Total parking fees must be settled before the event concludes. A credit card is the only acceptable form of payment upon check-out. For more information on parking, please visit www.crystallake.org.

Can I place banners or hang items from the pavilion rafters, walls and ceilings?

A small number of banners and balloons may be hung from the rafters or tables at the pavilions. These items may not be taped, since the tape may damage the finish of the pavilion paint. We ask all guests to take the banners and balloons down after the event.

In addition, in windy conditions, the Three Oaks staff may ask you to remove all banners and balloons.

Can I play music as part of my event?

Yes. Music may be played at a reasonable volume. Three Oaks staff reserves the right to inform guests that the music needs to be turned down or turned off if it is objectionable to others. No sound amplifying devices are allowed unless prior approval is given.

Can I use the fireplace at Pavilion A: Picnic Grove Pavilion?

Yes. Please ask City staff in advance if you are planning to use the fireplace. Firewood and/or lighters will not be provided.

Is there an additional fee to enter the beach if I rented a pavilion?

Yes. However, we do offer the option to start a beach tally. Similar to a parking tally, the total number of guests (non-residents) must be submitted to a park manager at check-in upon arrival for the event. The Manager on Duty will give you wristbands for the requested number of guests. You will receive your wristbands at your pavilion. **Resident** applicants will receive a rate of their first five (5) guests at $1.00 each and any additional guests will receive a rate of $5.00 per guest. **Non-resident** applicants will receive a rate of $5.00 per each guest. (Rates exclude any children under 3 years of age). Please return any unused wristbands. *Any wristbands not returned will be charged for beach admission.* If requesting a beach tally, the Manager on Duty will review the total charges with the event host at check-out. Total beach admission fees must be settled before the event concludes. A credit card is the only acceptable form of payment upon check-out. For more information on the swim beach, please visit www.crystallake.org.

Can I bring my own grill?

Renters may bring their own charcoal grills. Propane or gas grills are not allowed. No grills are allowed in the beach area or on the Lake House Patio.

Can I cater my event?

Yes. You may use a caterer for your event, or bring food into the park for your event. There are special requirements for "pig roasts", or events where larger grills are brought onsite.

Can I have a pig roast, or bring large grills?

Yes, with certain conditions and prior approval. The approval of the pig roast or large grills will be evaluated on a case-by-case basis and requires the group organizer to provide the following prior to the event:

1. Location of pig roast/grills (Three Oaks staff will meet with you before your event to discuss the best location based on the size of the roast and equipment needed).
2. Vendor supplying the pig roast/grills. All vendors must supply the City with proof of insurance and have all City, County, and State health permits.
3. Cleanup plan following the pig roast.

4. The pig roast may require submittal of an additional security deposit for post-event cleanup.

Can I have my wedding or large event at Three Oaks?

Weddings have been held at Three Oaks and are allowed. The park has an outdoor pavilion and grass area that can accommodate, at most, 200 guests. Please contact City Hall at 815-459-2020 ex. 4288 for further details. Please note that if you wish to use the pavilion or picnic grass area for the following events, you may need City Council approval of a special event permit prior to the event:

- Races, parades, marches and drills
- Fundraisers, Concerts, Fairs
- Weddings – certain conditions (i.e. large number of guests, use outside of general park hours, exclusive use of certain areas) may require a special use permit. Please contact us when you are planning your wedding so that we can discuss your plans and guide you through the process.
- Speeches or rallies
- Overnight camping and open fires
- Shows, exhibits, dramatic or musical performances, plays, acts or motion pictures.

If you wish to hold any of these events, please call the City of Crystal Lake, City Hall at 815-459-2020 ex 4288.

Following my event, when do I get my damage deposit returned?

Damage deposits, less withholdings for damage or cleanup, will be returned within 14 business days of the rental.

Following your rental, you must check-out with a park manager. Three Oaks staff will inspect the area for damage. Deposits shall only be released after an inspection has been made by City employees. The costs to repair and clean up the facility may be taken from the deposit. If the amount of repair exceeds the repair or cleanup costs, the applicant shall be responsible for the total amount.

Can I cancel my rental?

The cancellation fee is ½ the deposit amount. To receive a refund of the deposit, less the cancellation fee, all cancellations must be made at least 10 days in advance of the event. The reservation fee is non-refundable. No refunds are given in the event of inclement weather. Rentals cancelled due to inclement weather may be given the opportunity to reschedule at a later date, depending on availability. City staff reserves the right to determine the severity of the inclement weather and the opportunity to reschedule the rental. City staff may cancel a rental based on severe weather or for other reasons. Refunds for rentals cancelled by City staff are at the discretion of City staff.

What restrooms are available?

Restrooms are available at the South Lake Marina boat house and Lake House.

For more information regarding Three Oaks Recreation Area, please visit www.crystallake.org or call the City of Crystal Lake, City Hall at 815-459-2020 ex. 4288.

Follow us on Facebook, Instagram and Twitter.

NOTE

For all organizations or corporations regardless of size, and families/individuals with groups over 50 people:

Insurer and Policy Number _____

The homeowner's policy (for residents) or proof of liquor liability insurance coverage (for local organizations / businesses) MUST be attached before the application will be considered.

APPLICATION TO POSSESS AND/OR CONSUME ALCOHOLIC LIQUOR DURING SCHEDULED USE OF PAVILION(S)

1. Alcohol (beer and wine) is only allowed in the park when approved as part of a picnic area or shelter reservation or permit. Pavilion rental requests, which include requests for alcohol consumption, shall be signed by an individual 21 years or older, who will be responsible for overseeing the serving of alcohol and who will be responsible for his or her guests.

2. Beer and wine cannot be consumed outside of the picnic grove, or the Island Pavilion or Volleyball court pavilion or the North Lake Pavilion. The sale of alcoholic beverages is prohibited. Beer and wine cannot be consumed at a pavilion rental event where admission is charged.

3. A family or individual having a picnic with over 50 people on City property where alcohol in any form will be served or present, must purchase or provide Host Liquor Liability Insurance coverage with a binder naming the City as additional insured. Host Liquor Liability Insurance shall have a minimum of $1 million per occurrence. Depending on your insurance, a fee may be involved when requesting a Host Liquor Liability – Certificate of Insurance. From the insurance company of your choice, the Certificate of Insurance must state 'Host Liquor Liability' to be accepted. If your insurance does not cover a Host Liquor Liability, another option to receive one can be found at the following link: http://irmarisk.org/Coverage/TULIP.aspx

4. Any organization or corporate event, regardless of size, where alcohol in any form will be served or present, must purchase or provide a Host Liquor Liability Insurance coverage with a binder name the City as an additional insured. Host Liquor Liability Insurance shall have a minimum of $1 million per occurrence. Depending on your insurance, a fee may be involved when requesting a Host Liquor Liability – Certificate of Insurance. From the insurance company of your choice, the Certificate of Insurance must state 'Host Liquor Liability' to be accepted. If your insurance does not cover a Host Liquor Liability, another option to receive one can be found at the following link: http://irmarisk.org/Coverage/TULIP.aspx

5. The City reserves the right to prohibit alcohol in any areas of the Recreation Area or buildings located thereon at any time it deems necessary.

The Pavilion Use Applicant will be responsible for overseeing serving and consumption of beer and/or wine, and is responsible for making sure that no guests enter into the general park area with alcohol. The designated responsible adult must be of legal drinking age (*driver's license must be shown at time of rental to prove age*).

The undersigned agrees that he/she and/or group, association, or organization will not interfere with the general use of the park by the public and will obey all the laws of the State of Illinois and the ordinances of the City of Crystal Lake.