



# Three Oaks Recreation Area

City of Crystal Lake, IL

## *Pavilion Rental Fact Sheet*

### **Pavilions Available to Rent**

#### 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

*\*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 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: 1-50 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)

**Possession of Alcohol:** 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.

## 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 staff prior to your event. Guest lists can be emailed to [pavilion@crystallake.org](mailto:pavilion@crystallake.org) or given to a park manager prior to the date of your event for approval. **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, City staff can apply your deposit to pay for parking fees or send an invoice. For more information on parking, please visit [www.threeoaksrecreation.com](http://www.threeoaksrecreation.com).

### 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, a list of expected guests (non-residents) must be submitted to staff prior to your event. Guest lists can be emailed to [pavilion@crystallake.org](mailto:pavilion@crystallake.org) or given to a park manager prior to the date of your event for approval. On the day of your event, the Manager on Duty will give you the requested number of wristbands for the number of people that are listed on your guest list. 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 guests after that 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 so that the City may accurately charge you. Any wristbands not returned will be charged for beach admission. For more information on the swim beach, please visit [www.threeoaksrecreation.com](http://www.threeoaksrecreation.com).

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 want 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, the 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 the Three Oaks Recreation Area, please visit [www.threeoaksrecreation.com](http://www.threeoaksrecreation.com) or call the City of Crystal Lake, City Hall at 815-459-2020 ex. 4288.

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