WATERLOO PARK AMENITIES 2016

Reservation inquiries should be sent to waterloopark@waterloo.ca. Reservations can also be made by calling Waterloo Park Customer Support at 519.886.2310 ext. 30263, or TTY: 1.866.786.3941. Bookings are available online at https://expressreg.city.waterloo.on.ca. All listed fees include HST, and are valid until August 31, 2016. Please note that rental fees associated with your picnic are non-refundable in the event of inclement weather.

Waste & recycling containers are provided for your convenience. Picnic bookings are available April 1st to Oct. 31st between the hours of 7 a.m. and 9 p.m. and may be bookable no more than one year in advance of your event. Special exceptions may be considered upon prior approval. Park washrooms are locked daily at 11 p.m. during the picnic season.

Open fires, charcoal BBQs and any open flames (candles, etc.) are prohibited in Waterloo Park. Please use propane BBQs or cooking appliances only in the park’s bookable spaces.

Parking is available for guests only in designated parking lots. Vehicle parking within the picnic areas or on any turf and trails within Waterloo Park is prohibited. Temporary vehicle access may be approved in advance of your event for supply/equipment unloading or for those guests with accessibility limitations by contacting customer service.

It is highly recommended that a site meeting with the Parks manager be arranged well in advance of your event for all events or picnics with an estimated attendance greater than 200 people. This will allow staff to assist with any specific planning or event support and to ensure that expectations, obligations and responsibilities of all parties are understood and acknowledged.

Waterloo Park is divided into two areas the East and the West sides, separated by Laurel Creek and are accessible from Albert Street and Westmount Road, respectively. Please refer to the map on the last page to check the location of your picnic. All picnic and event area fees apply for the entire duration of your day’s event unless otherwise noted.

General Picnic Areas

The east side of Waterloo Park has 6 general picnic sites. General picnic sites are designated open spaces of various sizes with picnic tables. **Picnic Area # 1** can accommodate up to 200 people; water and hydro are available by request in the kitchen hut. **Picnic Area # 2** can accommodate up to 200 people and is equipped with hydro only available by request in the kitchen hut. This area can be rented in conjunction with picnic area # 1 to accommodate a larger group. **Picnic Area # 3** and **Picnic Area # 4** can accommodate up to 100 people at each site. There is no hydro or water available. **Picnic Area # 5** can accommodate up to 70 people; hydro and water are not available. The west side of Waterloo Park has one general picnic site, **Picnic Area # 9** can accommodate around 100 people and is usually rented in conjunction with the other west side sites for large picnics, festivals and special events. No food trucks are allowed for picnics on the east side of the park. All General Picnic Areas are $47.74.


**Gazebos**

The **East Gazebo** is located near Silver Lake and is a popular spot for birthday parties and summer camps due to its close proximity to Lions Lagoon and playgrounds. 30 people can be seated inside the gazebo and an additional 30 people can fit on the grassy area surrounding the gazebo. If you are expecting more than 60 people we will do our best to accommodate your group, however we do recommend bringing some extra lawn chairs. Inflatables, structures, and barbecues are not permitted at the East Gazebo.

The **West Gazebo** is located off Westmount Road and can accommodate 16 people; additional people can fit on the surrounding grassy area.

Decorating with tacks, nails, tape or staples is not permitted at either of these sites. Both gazebos cost $66.84.

**Picnic Shelter**

The **Picnic Shelter** is located on the west side of Waterloo Park off the Westmount Road entrance. The shelter can accommodate 150 people; hydro outlets are available. The picnic shelter is a popular spot for family reunions, festivals, special events and company picnics. Barbecues are permitted here but cannot be underneath the canopy. This area books up very quickly, especially for weekends, so it is recommended you make arrangements to book as soon as your date is confirmed. The cost of the picnic shelter is $100.28.

**Hospitality Area**

The **Hospitality Area** is located next to the Picnic Shelter on the west side of Waterloo Park. This area can accommodate up to 100 people and includes a basic kitchen (fridge, freezer, stove) and servery windows. It is usually rented in conjunction with the Picnic Shelter and/or Picnic area #9 for large or licensed events. Public washrooms are located here as well to serve all patrons of Waterloo Park and are not available for exclusive use with the rental of the hospitality area. The cost of the hospitality area is $164.72.
**Father David Bauer Drive Half Frontage**

The Father David Bauer Drive half frontage is available for event functions. This area can accommodate up to 50 people and has hydro available. Half of this frontage area must be kept available for public use. A special events form is required for the use of this area, as is a site meet with the Parks Manager. The cost of the FDBD half frontage is $47.47.

**Film Permits**

Film permits are required for all promotional filming purposes in Waterloo Park. Please contact Customer Support if you are interested in space for filming in the park.

**The Bandshell**

Waterloo Park's Bandshell is located on the west side and is an ideal spot for an outdoor concert, play or movie screening. The building consists of an outside platform and a generator supplying an output of 2000 VA (Please note there is no electricity at the bandshell). The rental cost of the Bandshell is $25.06 per hour. For large audiences, we recommend renting Picnic Area # 9 also. **Note:** Amplified sound has restrictions, see below for details.

**Licensed Events & Food Services**

Licensed events are permitted and/or negotiated with the City of Waterloo. If you are planning an event with alcohol, please contact Waterloo Park Customer Support at least 45 days before your planned event. A special events form and a site meet with the Parks manager is required for approval. Hosts of licensed events must adhere to the terms of The City of Waterloo Municipal Alcohol Policy which requires that $5 million liability insurance be provided either through an independent provider or through the City of Waterloo with your rental based on the estimated attendance of your event. Hosts should also be familiar with the Ontario Liquor License Act, and comply to its terms applicable to the licensing and permitting of public or private licensed events. Event fencing needed to define an outdoor licensed area (corral) is available for rental. The amount of fencing sections required depends on the size of corral to accommodate your guests.

Snacks can be purchased at the Park Inn Concession (operated daily May through August) located on the east side of the park next to Lions Lagoon Splashpark. Any questions about bringing in caterers for bookings should be directed to Customer Support.
**Food Trucks**

A food truck may be allowed for picnics or events on the west side of Waterloo Park. A site meet with the Parks manager in advance of your booking is required for approval.

**Tents**

Patrons may request allowance for a 10'x10' tent for their event in Waterloo Park. Tents or a group of tents with a combined area larger than 20'x20' will require a Building Standards Permit as well as a site meet with the Parks manager. Weights to secure tents are preferred over staking into the ground.

**Additional Costs**

To help better support your event or picnic, an electrical distribution panel, pop up tent, portable PA system, event fencing, additional garbage and recycle cans, or additional picnic tables (in excess of the maximum provided with the rental) may be available for rental from the City with a modest fee. Customer support can assist you in determining the appropriateness of these extras, their availability, and their associated costs.

**Amplified Sound**

Please let staff know if you plan on having an event with any amplified sound. There are restrictions on excessive noise in the City of Waterloo. Permits may be required for your event. Please visit the [noise bylaw](#) page for further information.

**Inflatables**

An inflatable and accompanying generator is allowed in some bookable spaces provided insurance requirements are met, it is provided, operated and maintained in a safe manner for participants and the general park patronage, it does not damage the park environment or impede the operation of the park, and that it remains supervised at all times while in operation. You must provide proof of $5 million liability insurance for the use of an inflatable, which must be purchased through the inflatable company or through an independent company. The Corporation of the City of Waterloo must be included on the insurance certificate. A site meeting with the Parks manager is required in advance of your event prior to approval. Inflatables are generally restricted to Picnic Areas #1, #2, #9 and the Picnic Shelter. There are no inflatables allowed nearby the East Gazebo area.

**Sports Fields**

For sport field requests, please email fab@waterloo.ca

**Picnic Tables**

Picnic tables are available to rent for off-site events on City of Waterloo or public properties. Delivery can be arranged for 10 or more tables at a cost of $45.37 per table per day.
**Victorian Gardens**

The Victorian Gardens is a beautiful place to have your wedding ceremony or wedding photos taken. Bookings can be made between May 1st and October 31st. There is no reserved parking; tents and confetti are not permitted on this site. There is no hydro available at the Gardens. We are unable to accommodate reception requests at this area, but a reception could be held at the Picnic Shelter and Hospitality Area. The provision, setup and removal of guest chairs are the responsibility of the wedding party. The Victorian Gardens is rented in 1 ½ hour time periods for $115.86.

**Abraham Erb Grist Mill**

The Grist Mill is a very popular spot for wedding ceremonies and photos. Bookings can be made between May 1st and October 31st. Please contact Customer Support for booking availability and viewings. A replica of the City’s first grist mill, built by Abraham Erb, is available for 1 ½ hour time slots for $115.86. The maximum amount of time the Grist Mill can be rented for is 3 hours. Food and beverages are not permitted. The Grist Mill can accommodate 75 people, and basic black chairs are included. Confetti, rice, bubbles, lit candles, tape, nails, tacks, staples or sticky tack is not permitted. Artifacts cannot be moved, stood upon or taken off the walls – should you wish to have something moved, please inform City staff prior to your rental. Mini lights and floral decorations are permitted. There are no washroom facilities on site, but a facility building is located a short walk away, nearby the Lion’s Lagoon and Victorian Gardens areas.
**Wedding Package**

The Victorian Gardens and Abraham Erb Grist Mill are available to rent as a package for weddings for a maximum of 3 hours (1 ½ hours at each site) for a cost of $224.76.

**Eastside Covered Shelter (Lions Lagoon)**

The covered picnic shelter on the East side of Waterloo Park is located within the Lions Lagoon splash pad. This area is ideal for larger groups, family gatherings or birthday parties. The entire shelter can accommodate 200 people and costs $172.68. Other booking options are to book a quarter of the shelter, accommodating up to 50 people, for $57.75 or book half the shelter, accommodating 100 people, for $115.50. Barbecues are not permitted in the Lagoon. Rentals at the shelter may be delayed or cancelled if the Lagoon must be closed for inclement weather.

**Lions Lagoon Splashpark**

Lions Lagoon is a multi-feature water splash area suitable for children of all ages. General admission is free. Lions Lagoon is open from the beginning of June until the Labour Day weekend in September. Specific dates may vary depending on weather. Operating hours are 10am to 6pm daily, weather permitting. Lions Lagoon will not be open when the weather is overcast with predicted rain, there is thunder and lightning, and the air temperature is less than 20 degrees. Correspondence with regards to Lions Lagoon should be sent to llagoon@waterloo.ca or by calling Customer Support.

**Skate Park**

The skate park within Waterloo Park along Father David Bauer Drive is an excellent way to get some exercise outdoors. It is available for public use, especially skateboarders, BMX bikers, and in-line skaters. The skate park is not available for private bookings.

**School House**

The school house is a feature in Waterloo Park built in 1820 and was used as a school until 1843. It then became a private residence for 50 years before being moved to the park where it served as a refreshment stand and a place for bands to hold concerts. In 1972 the structure was rebuilt through the effort of local students. The school house is not available to book, but arrangements can be made for it to be unlocked for school groups and camps who would like to look inside. Food and beverages are not permitted inside. Artifacts cannot be moved, stood upon or taken off the walls.

**Eby Farmstead**

The Eby Farmstead animal display is located in the central area of Waterloo Park between the east and west sides. This area of the park is provided to the general public at no cost, 7 days a week. Bring your family or your school group to check out some of our locally common farm animals up close and personal. Some of the
domestic animals featured in the farm area include llamas, pigs, miniature horses and donkeys, goats, alpacas, various birds and more! Staff may be available to answer questions about the animals during daily feeding, exercise and maintenance of the animals.

**Children’s Playground areas**

There are 3 playground areas on the east side of the park – one nearby the Lions Lagoon Splashpark, one by the Eby Farmstead, and swings by the east washrooms facility building. On the west side of Waterloo Park, the Father David Bauer Drive parkland has a natural sand and water playground and swings. Parental and caregiver supervision is required to ensure safe play for children having fun in the play areas.

Thank you for keeping our parks clean!