



Douglas Walker Park Enclosed Shelter Rentals

Park Manager: Chris Martin (616)878-4039 chris.martin@kentcountymi.gov

Enclosed Shelter Information

Welcome to the Douglas Walker Enclosed Shelter. Our staff will make every effort to assist with your event and ensure a great experience for you and your guests. If you have questions or concerns prior to your event, contact the Park Manager by phone or email.

The Enclosed Shelter features an open interior finished with light wood and a large, sandstone fireplace. The vaulted ceiling has multiple skylights creating a bright atmosphere. There is a full kitchen with fridge, electric range/oven, microwave, sink and open counter space. There are electrical outlets distributed throughout the main room and one on each porch. We recommend only one crock pot/roaster per outlet. No power strips, please!

The main room measures approximately 50' x40'. There are 29 folding tables 6-foot by 30-inches in dimension as well as two five-foot serving tables. Your rental comes with 148 chairs. The shelter will have tables arranged to seat 96 guests when you arrive, additional tables are available on the table racks. Feel free to move tables in whatever arrangement you like. The chairs will all be stacked on racks. At the end of your rental, please leave tables as they are and return chairs to the carts in stacks of 25.

The Enclosed Shelter restrooms are large and accessible from inside and out. There are five stalls in the ladies room including one barrier-free stall, and three urinals, one regular stall, and one barrier-free stall in the men's room. These restrooms are open to the public from 7am until sunset. Please let us know if they need attention during your rental.

The Douglas Walker Enclosed shelter is heated. The thermostat for the main room can be found near the door to the ladies restroom. All of the windows can be opened and there are ceiling fans in the main room with additional box fans in the kitchen. Wood is provided for the fireplace. There is no air conditioning.

Enclosed Shelter Rules and Guidelines

- ◆ Your reservation time of 10a-10p includes set-up and packing up time. Clean up is handled by staff. We ask that the building is completely vacated promptly at the end of your rental period, that all trash is disposed of in the provided receptacles, and chairs be returned to carts. **No rentals will be allowed to stay later than 10pm.**
- ◆ The maximum allowed guests for the shelter is 150. If you are having a larger event you must rent the A1 or A3 picnic area also to ensure sufficient parking for your group. The A1/A3 tables can be moved to the shelter for a fee.
- ◆ If you plan on paying the fee for amusements/tents/pig roast etc. please call the Park Manager to discuss placement options and needs for your rentals. All rentals must be set up and removed the day of your reservation. They cannot be left overnight unless you have reserved the building again for the following day.
- ◆ All furniture must stay inside the building.
- ◆ When decorating avoid use of nails, pins, tacks, duct tape or anything that might mar or damage walls, beams or tables. We recommend using clear packing tape, fishing line, or peel and stick hooks for attaching decorations to walls. Glitter, confetti, and water balloons are not allowed. Helium balloons may not be used inside the shelter.
- ◆ Golf carts and ATVs are not allowed to be used on park grounds.
- ◆ Fires are not permitted anywhere but in the shelter fireplace. No fireworks (including sky lanterns) allowed.

Please understand that many groups reserve our park areas each season. These rules are in place to ensure that the park will be in good condition for your event and for events in the years to come. Thank you for choosing Douglas Walker Park!