How to Make a Pavilion Reservation
Step 1.
Select a pavilion category.
Step 2.
Select date* on calendar to see all park pavilion availability, then click apply.

Or

Select park pavilion of your choice, then select date.*

*Date selection on calendar must be within the current season to be able to select the date.

Urban City Parks - April – October
Washington Park – May - October
Step 3. Click sign in now, if you already have an account. If not, you will need to create an account with ActiveNet.
Step 4. Enter email and password, then sign in.
Step 5. Enter the number of attendees in your group. If over 250 attendees, a special event permit is required.

Step 7. Enter event details.
Step 8. Thoroughly review and answer custom questions.
Step 9. Thoroughly read waiver and check the box.

Step 10. Click reserve.
Step 11.
Review shopping cart, then click check out.
Step 12. Enter payment information, then click pay.
Step 14. Click “view printable receipt” to access permit number.
Step 15. Print a copy of reservation details for your personal records. This is your receipt for payment.

Step 16. Click permit number.
Step 17. Print your permit and bring it with you on the day of your reservation.