



Town of Green Mountain Falls Guidelines and General Information Gazebo Rental

The Town of Green Mountain Falls is honored that you have chosen our landmark Gazebo for your special event! This material is provided to help you plan your successful event keeping in mind the following expectations.

The Setting:

The gazebo sits its own Island on Gazebo Lake. The Lake is surrounded by residences and businesses, as well as a well-known population of geese. The site is wheel chair accessible.

The gazebo is open to the public at all times, except when reserved. Your reservation will be posted in advance and during your event. At the start time of your reservation, you may tie a ribbon or rope across the end of the bridge to discourage others from coming onto the area. This is a helpful addition to the notice that the Town will have posted.

You are welcome to visit the facility in advance, when no reservation has been posted, in order to plan your event.

The window of time you choose for your reservation should include rehearsal, decorating, and clean-up needs. Please be respectful of those who have scheduled the facility immediately before and after you.

The facility:

There are four electrical outlets and eight hooks for hanging baskets or other decorations on the inside of the Gazebo. You will, however, need extension cords to reach the electrical outlets.

We have a large goose population. We make every effort to ensure that the facility is clean immediately prior to your event; however, it may be necessary for someone to clean droppings from the concrete under the Gazebo before the bride enters the area. Please do not feed the geese!

Your Responsibilities:

When decorating, please do not use staples or nails. We suggest you instead wrap the poles or use floral wire. If you use a runner on the bridge, (for the bride to walk on), please use minimum means to tack it down and then remove the material after the event.

You are responsible for removal of all decorations, including any ties used to close off the bridge, and trash following your event.

In order to protect the peace and enjoyment level of all, insure the safety of the wildlife, sustain water quality and preserve historic Gazebo Island, we ask you to avoid the following:

- Alcohol, which is not permitted in any public area.
- Music volumes that might disturb residents.
- Any open flames, with the exception of a Unity Candle.
- All use of balloons, birdseed, rice or artificial flower petals.

How to make a reservation:

A reservation request form is available at Town Hall, or on this site under the Forms Tab. Our current year Fee Schedule is also available, under the Services or Forms Tab. A deposit in the amount of the 2 hour minimum rental requirement is due with the submitted application form. The balance is due one week prior to the event. Payment is accepted in the form of cash, check or money order, or by a phone call to Town Hall to pay by credit card.

Refunds will be made as follows:

- If cancelled more than 90 days prior to event, 100% of the deposit will be refunded
- If cancelled 60 – 90 days prior to event, 50% of the deposit will be refunded
- If cancelled 30 – 60 days prior to the event, 25% of the deposit will be refunded
- If cancelled less than 30 days prior to the event there is no refund

Please contact Town Hall by phone at 719.684.9414 or by email at clerk@gmfc.us if you have further questions. Thank you for considering the Green Mountain Falls Gazebo for your special event!