

Making a reservation at Ester Community Park

Online reservation process

Go to estercommunityassociation.org

Select Ester Park and Hartung Hall Reservations from the menu
<https://estercommunityassociation.org/reservations/>

Review the event calendar.

Scroll to the bottom of the page to review the calendar of approved reservations. Find the date you want to reserve the park/pavilion or stage for and make sure it isn't already reserved. Please note that requests pending approval will not yet be reflected on the calendar and dates fill regularly.

Submit Reservation

Use the [Google Form](#) to submit reservation request.

Follow-up with email

Please understand that this process is not completely automated yet. To ensure that your reservation is received please follow up with an email to estercommunityassoc@gmail.com
You will receive a reply email within a day or two once a "real person" reviews the request.

Fee Payment

Payment options

Once confirmed your reservation will require a payment. There are a few options:

- 1.) Send a check to E.C.A., P.O. Box 14, Ester, AK 99725. (Please indicate on the check what it is for...ie. pavilion rental for 4 hrs, stage rental for wedding reception, etc. and the date of the event)
- 2.) Arrange to pay on-site to a board member or by using the donation station
- 3.) Pay online using the payment site <https://my-site-100388-102972.square.site/>

What is offered and expected with each rental...

Pavilion Rental

The Pavilion is perfect for a small family gathering, birthday party or general picnic BBQ with friends. You have access to the playground, basketball court and soccer field so the kids will have plenty to keep themselves entertained!

When renting the pavilion, you have access to:

- community-built timber frame structure with electricity
- several picnic tables
- a charcoal BBQ (provide your own charcoal and tools),
- campfire pit (some wood is usually available though it never hurts to bring your own)
- public outhouses
- handwashing station (non-potable - users must provide own drinking water)
- playground*
- field+

*Access to playground equipment and parking must be maintained! No one may “reserve” the public playground!
+ Public events, classes, or events utilizing a large portion of the field are subject to different reservation terms.

When reserving the pavilion, we ask that you haul all of your own trash out with you. There are garbage cans throughout the park, but please plan to haul away your own event trash.

Happy dogs are always welcome, though we ask that any “gifts” that are left at the park by your dog are removed by the owner.

Stage rental

When renting the stage for a larger event such as a wedding reception, concert or other event you get access to:

- STAGE: A large 40'x40' covered structure with stairs on the front and back and handicap ramp access on the back.
- ELECTRICAL OUTLETS: There are electrical outlets throughout the electrified stage.
- FIELD: Along with access to a covered, guaranteed dry space (to outsmart mother nature), you also have access to the entire soccer field for any tables and chairs, tents, and all of your guests.
- ADVANCE SET-UP/CLEAN-UP: Since weddings, festivals and other gatherings include many details, and require significant time to set up, **a stage rental for a large event may invoke a two-day minimum charge.** This provides time for setup (decorating) to begin the night before (5 p.m. on), an entire day for the event, and half of the following day for break down/cleanup (till noon).
- STORAGE: For multi-day reservations, we have a secured connex next to the stage where items can be stored overnight (ie, decorations, tables, chairs, tents, banners, etc). Although Ester as a whole is a very safe and community-minded area, times are changing, and leaving supplies sitting outside all night is not a gamble worth taking.

TRASH: We ask that you remove any trash created, and that party planners/event staff have a plan for garbage and trash bag management, and for hauling it away after your event.

RESTROOMS: There are outhouses at the park with a hand wash station but there is no running nor potable water. Our outhouses have been recently refinished, and we are proud to say they are the cleanest around. We have a group of volunteers that maintain the outhouse and we make sure they are cleaned before large events. If you anticipate a turnout greater than 100 people for more than a 5 hour period, we request the rental of a porta-potty. (Rental through Horizon Services is roughly \$150/event).

Other rules for reservations

ALCOHOL: For private parties, alcohol is permitted within the park, but all and any liability is on the renters. Public/open events will require a licensed vendor if alcohol is being served.

PLAYGROUND ACCESS: The one rule we have is that there will ALWAYS be access for any and all children to make use of the playground area regardless of your private event. After all...it is not only a great venue, it is a park. We have found that people tend to see there is a private party and respect your space. We have no objection to you providing your own poster or sign at the edge of the road notifying the public of a wedding reception or event.

EVENT INSURANCE: We may require public event organizers to purchase event insurance with the ECA and landowner named as additional insured. Contact ECA for more information. We cannot recommend any particular insurance provider.

COMMERCIAL USE: Commercial use is negotiable and may involve a percentage of proceeds. Contact ECA prior to any potential commercial use.

Items available for additional fees:

Our long-term plan includes investing money from park rentals into additional tables and chairs, and more tents to make the park reservation experience as smooth as possible.

The ECA currently has the following items available for ON-SITE use:

- 2 - 10'x20' carport tents [\$50/day ea.]
- 2 - 10'x10' pop up white tents [\$20/day ea.]
- 10 - 6-foot tables [\$5/each]
- 20 - white plastic chairs [\$2/each]
- 40 - green metal chairs [\$1/each]
- Commercial grade propane BBQ [\$100] (Either thoroughly clean the BBQ yourselves, or pay an additional cleaning fee of \$50)