



City of Petoskey

Department of Parks and Recreation

101 East Lake Street, Petoskey, Michigan 49770 • 231 347-2500 • Fax 231 348-0350

PARK AREA/FACILITY RESERVATION APPLICATION

APPLICANT INFORMATION

Name: _____ Date: _____

Address: _____ Phone: _____

City: _____ Cell Phone: _____

EVENT INFORMATION

Type of Event: _____
(i.e. wedding, picnic, class reunion, etc.)

Date of event: _____ # of Guests: _____

Location: _____ (see attached listings)

Time Block Desired: _____ (see attached listings)

Please indicate any special requests: (i.e. tents, canopies, alcohol, etc.)

By signing this application, I agree to comply with the attached rules and any special conditions assigned by authorizing City representatives.

Signature of applicant: _____ Date: _____

Event Authorized

Event Denied

City Representative: _____ Date: _____

Refundable Deposit: \$50.00 Fee: _____

Payment Received: _____ Form of Payment: _____



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Park Area/Facility Reservation Rules and Regulations

1. **Reservations**
All rental reservations must be made prior to the date that is being requested. Reservations may be made up to nine (9) months in advance. Payment in full is due at the time of reservation.
2. **Rental Application**
The rental application is a legal contract and must be signed by a responsible individual that is at least 18 years of age or older. The person signing the agreement assumes responsibility for the facility they are renting.
3. **Use of Alcoholic Beverages**
The consumption of alcohol is limited to beer and wine and must be confined to designated picnic areas and shelters only. No liquor may be brought onto the premises. Sale of alcoholic beverages within a public park or within a public right-of-way will require a temporary permit from the Michigan Liquor Control Commission and must be approved by the City. City authorization will define when, where, times, dates and other requirements that will govern the sale and dispensing of alcohol. State Drinking Laws apply.
4. **Areas Included Under Rules and Regulations**
5. Bayfront Park Waterfall Area (maximum of 150 people)
Bayfront Park West (maximum of 150 people)
Bear River Shelter/Mitchell Street Bridge (maximum of 140 people)
Festival Place Shelter (maximum of 75 people)
Mineral Well Shelter (maximum of 32 people)
Pennsylvania Park Gazebo (maximum of 150 guests in the park)
Riverbend Park (maximum of 75 people)
Sunset Park Gazebo (maximum of 50 guests in the park)
West Side Shelter (maximum of 32 people)
Winter Sports Park (maximum of ____ people)
6. **Cleaning Requirements**
The City of Petoskey does not perform custodial cleaning services. It is the sole responsibility of the renters to leave the facility in a clean condition, including but not limited to washing down benches and tables, making sure that all garbage is placed in provided receptacles.
7. **Cancellations and Refunds of Rental Fees**
A cancellation fee of \$25.00 will be assessed if a reservation is cancelled five (5) or more days prior to the scheduled event. If the reservation is cancelled less than (5) days prior to the event, the full reservation fee will be assessed, unless the facility is closed due to weather.

8. Tents
Large event style tents will require special permission and the tent sponsors will be responsible for notifying Miss Dig at 1-800-482-7171, 72 hours prior to the event for utility staking. Damage caused by the tent to City turf, irrigation and utilities shall be the responsibility of the event sponsor and repair costs shall be their sole responsibility. No ground stakes are permitted within park areas without expressed written permission by the City of Petoskey.
9. Decorations
Any or all alterations done to the interior or exterior of the rental space in the form of decorations must be fire proof. Decorations may not be permanent or damage the rental space in any way. No helium filled balloons are permitted at the Winter Sports Park.
10. Tables, Chairs and Other Equipment
No property and equipment belonging to the City of Petoskey may be removed from the premises by the individual or the group renting the facility.
11. All Fees, Rules, Regulations and Policies
All fees, rules, regulations and policies are subject to change.
12. Barbeque Grill
Wood burning is not permitted in the barbeque pit. Use charcoal only.
13. Hours of Operation/Noise Levels
City shall reserve the right to regulate hours of operation and sound volume of P.A. systems, radios and other amplified sound equipment.
14. Hold Harmless / Assumption of Responsibility
The applicant hereby agrees to hold the City of Petoskey, its governing body, the individual members thereof and its employees free and harmless from any and all loss, damage, liability, claims, cost or expense that may arise during or result in any way from the use or occupancy of the property. The applicant here by assumes all responsibility for any injury, other disability or liability to himself or participants and guests arising, occurring or resulting from this use.



**CITY PARKS RESERVATION FEES
FOR GAZEBOS, SHELTERS AND SPECIAL AREAS**

A separate \$50.00 refundable damage deposit is required with payment at time of reservation.

| <u>Gazebos</u> | <u>Resident</u> | <u>Non-resident</u> |
|--|-------------------------|----------------------------|
| Sunset Park Gazebo (maximum 50 people) | | |
| 9:00 A.M. to Noon | \$75.00 | \$125.00 |
| 1:00 P.M. to 4:00 P.M. | \$75.00 | \$125.00 |
| 5:00 P.M. to Dusk | \$75.00 | \$125.00 |
| Pennsylvania Park Gazebo* | | |
| 9:00 A.M. to Noon | \$75.00 | \$125.00 |
| 1:00 P.M. to 4:00 P.M. | \$75.00 | \$125.00 |
| 5:00 P.M. to Dusk | \$75.00 | \$125.00 |
| *Exception – Tuesdays | 11:00 A.M. to 2:00 P.M. | Closed for concert series |
| Fridays | 11:00 A.M. to 2:00 P.M. | Closed for concert series |
| | 6:00 P.M. to 9:00 P.M. | Closed for concert series |
| <u>Shelters</u> | <u>Resident</u> | <u>Non-resident</u> |
| Bayfront Park Festival Shelter (maximum 75 people) | | |
| 9:00 A.M. to Noon | \$125.00 | \$175.00 |
| 1:00 P.M. to 4:00 P.M. | \$125.00 | \$175.00 |
| 5:00 P.M. to Dusk | \$125.00 | \$175.00 |
| Bayfront Park West (maximum 150 people) | | |
| 9:00 A.M. to Noon | \$75.00 | \$125.00 |
| 1:00 P.M. to 4:00 P.M. | \$75.00 | \$125.00 |
| 5:00 P.M. to Dusk | \$75.00 | \$125.00 |
| Bear River Shelter / Mitchell Street Bridge (maximum 140 people) | | |
| 9:00 A.M. to Noon | \$125.00 | \$175.00 |
| 1:00 P.M. to 4:00 P.M. | \$125.00 | \$175.00 |
| 5:00 P.M. to Dusk | \$125.00 | \$175.00 |
| Mineral Well Shelter (maximum 32 people) | | |
| 9:00 A.M. to Noon | \$75.00 | \$125.00 |
| 1:00 P.M. to 4:00 P.M. | \$75.00 | \$125.00 |
| 5:00 P.M. to Dusk | \$75.00 | \$125.00 |
| West Side Shelter (maximum 32 people) | | |
| 9:00 A.M. to Noon | \$75.00 | \$125.00 |
| 1:00 P.M. to 4:00 P.M. | \$75.00 | \$125.00 |
| 5:00 P.M. to Dusk | \$75.00 | \$125.00 |
| Riverbed Park Pavilion (maximum 75 people) | | |
| 9:00 A.M. to Noon | \$100.00 | \$150.00 |
| 1:00 P.M. to 4:00 P.M. | \$100.00 | \$150.00 |
| 5:00 P.M. to Dusk | \$125.00 | \$175.00 |

Waterfall Area (maximum 150 people)

| | | |
|------------------------|----------|----------|
| 9:00 A.M. to Noon | \$125.00 | \$175.00 |
| 1:00 P.M. to 4:00 P.M. | \$125.00 | \$175.00 |
| 5:00 P.M. to Dusk | \$125.00 | \$175.00 |

Resource Center (maximum 20 people)

| | | |
|--------------------|---------|---------|
| 2-hour reservation | \$50.00 | \$75.00 |
| Additional hour | \$25.00 | \$35.00 |

Park Resources

| | | |
|--|----------|----------|
| Request for Picnic Tables (specify park event) | | |
| Maximum of ten (if available) | \$50.00 | \$100.00 |
| Request for extra trash barrels (maximum 5) | \$25.00 | \$35.00 |
| Performance Stage (up to 4 hours) | \$150.00 | \$175.00 |
| Additional Hour | \$30.00 | \$40.00 |
| P.A. System (up to 4 hours) | \$25.00 | \$35.00 |
| Staffing requests, if approved, will be billed at overtime rates | | |

Winter Sports Park

| | | |
|---|-------------------|-------------------|
| Skate Rental (reduced price for schools & non-profit groups - \$2/person) | \$5.00 per person | \$5.00 per person |
| Hockey Rink - 1 hour block (Zamboni once) | \$25.00 | \$25.00 |
| Hockey Tournament Fee | \$500.00 | \$750.00 |
| Building Rental (off hours with 2 hour minimum) | \$75.00 | \$125.00 |
| Additional hour | \$20.00 | \$30.00 |
| Birthday Party Rates | | |
| Upstairs during open hours (2 tables/2hours) | \$25.00 | \$35.00 |
| Additional hour | \$10.00 | \$15.00 |
| Downstairs Private room (3 hour minimum) | \$125.00 | \$200.00 |
| (Includes reduced skate rental (\$2), hockey rink exclusivity, private party room and restroom) | | |
| Additional hour | \$25.00 | \$35.00 |

Sports Fields – Non-affiliated Sports Groups

| | |
|----------------------|--|
| Unlighted Ball Field | \$50.00 per fitting with a three game block |
| Lacrosse Field | \$150.00 per striping with a two day maximum |
| Soccer Field | \$150.00 per striping with a two day maximum |
| Volleyball Court | \$25.00 per court/day includes initial drag |
| Mowing | \$40.00 per mow |

**Groups must provide proof of insurance and verify coverage with the City of Petoskey listed as co-insured.

Cancellation Fees

A cancellation fee of \$25.00 will be assessed if a reservation is cancelled five days prior to the event and the full reservation fee will be assessed if the reservation is cancelled less than five days prior to the event, unless the facility is closed due to weather.