



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: _____ | |
| Date of event: _____ | # of Guests: _____ |
| Location: _____ (see attached listings) | |
| Time Block Desired: _____ (see attached listings) | |
| Please indicate any special requests: _____ _____ _____ _____ | |
| 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 (for building and private room rental only) Fee: _____

Payment Received: _____ Form of Payment: _____



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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 |
| Maximum of 30 people (Includes reduced skate rental (\$2), hockey rink exclusivity, private party room and restroom) | | |
| Additional hour | \$25.00 | \$35.00 |

Park Area/Facility Reservation Rules and Regulations

1. Reservations

All rental reservations must be made prior to the date that is being requested. 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 or equipment they are renting.

3. 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.

4. 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.

5. Decorations
Any or all alterations done to the rental space in the form of decorations must be fireproof. Decorations may not be permanent or damage the rental space in any way. No helium-filled balloons are permitted.
6. 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.
7. All Fees, Rules, Regulations and Policies
All fees, rules, regulations and policies are subject to change.
8. 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.