



# City of Petoskey

Department of Parks and Recreation

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

## APPLICATION FOR COMMUNITY, SPECIAL OR NON-PROFIT EVENT

### APPLICANT INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

City: \_\_\_\_\_ Representing: \_\_\_\_\_

### EVENT INFORMATION

Community Event       Non-Profit Event       Other: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Is alcohol being sold?      NO      YES (If yes, see special instructions on reverse)

Date of Event: \_\_\_\_\_ Location: \_\_\_\_\_

Beginning and End Time of Event: \_\_\_\_\_

Target Audience(s): \_\_\_\_\_

Who Benefits? \_\_\_\_\_

Event Insurance to be provided?     YES     NO

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

Signature of applicant: \_\_\_\_\_

Event Authorized

Event Denied

City Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Fee: \_\_\_\_\_ Payment Received: \_\_\_\_\_ Form of Payment: \_\_\_\_\_



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## **Special Instructions/Rules for Park Area Facility Reservations**

### Special Event defined:

1. To receive authorization to utilize a public park, the event must have a major component or activity that directly benefits the public, such as: promoting healthy living, education, the arts, history and heritage, community entertainment, community festival, sporting events, outdoor recreation, environment protection and or similar related events.
2. Exception: Non-profit organization may be permitted to utilize public parks to conduct approved events that promote or assist in fundraising for the non-profits stated goals.  
\*\*NOTE: Commercial sales by retailers generally are not permitted.

### Specific Rules:

1. Alcoholic Beverages
  - a. Consumption of alcoholic beverages, such as beer and wine is confined to designated picnic areas and shelters only. No liquor can be consumed.
  - b. 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.
2. No ground stakes are permitted within park areas without expressed written permission by the City.
3. 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.
4. City shall reserve the right to regulate hours of operation and sound volume of P.A. systems, radios and other amplified sound equipment.
5. City reserves the right to limit parking, the size of the event, event times and further require the organization to provide for traffic and parking control, maintenance and clean-up of event activity and to provide for additional trash dumpster(s) and portable toilet(s) at their expense.
6. City reserves the right to establish reasonable rules and regulations that may be required to regulate certain activities in connection with special events to ensure the safety and welfare of the public and the character and goals of the surrounding community.



**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.**

<b><u>Gazebos</u></b>	<b><u>Resident</u></b>	<b><u>Non-resident</u></b>
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
 <b><u>Shelters</u></b>	<b><u>Resident</u></b>	<b><u>Non-resident</u></b>
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	\$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
 <b><u>Waterfall Area</u></b> (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

<b><u>Shelters / Open Space</u></b>	<b><u>Resident</u></b>	<b><u>Non-resident</u></b>
<b><u>Resource Center</u></b> (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 – if available and weather pending,		
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.