



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

	<u>Resident</u>	<u>Non-resident</u>
<b><u>Winter Sports Park</u></b>		
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), 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.