



## SPRING PARK PICNIC SHELTER RESERVATION POLICY

Reservation for the Spring Park Picnic Shelter must be made with the Village Office. A reservation is not confirmed until a reservation form is on file and the rental and security deposit fees are paid to the Village of Middleville. Each reservation shall be subject to the following conditions and rules:

The shelter holds approximately 12 picnic tables. Vehicles may drive up to the shelter to unload but must park in the parking lot during the event. A 20-volt outlet is available in the shelter. Each reservation is subject to posted park rules and the enclosed information sheet and includes the use of restrooms. Each reservation form shall be accompanied by two checks or payments, one for the rental fee and the second for a security deposit. Reservation of the picnic shelter does not entitle the group to close access to Spring Park to the public.

Reservation of this park may require at least 48-hours of advance notice for proper preparation of the facility.

### Rental and Security Deposit Fees

Fees to secure a reservation shall be as follows:

If the applicant and /or responsible party is a Village resident:	\$50.00 rental fee
If the applicant and/or responsible party is a non- Village resident:	\$75.00 rental fee
If the applicant and/or responsible party is a Village non-profit organization, school, or religious organizations:	NO RENTAL FEE
If the applicant and/or responsible party is a non-Village non-profit organization, non-district school or religious organizations:	\$35.00 rental fee

In addition, each reservation shall be accompanied by a security deposit of \$100. If the facility is left in good, clean order and the key is returned, the deposit will be refunded.

### Cancellation of Reservation

A reservation may be canceled without penalty no less than 8 days before the date of the reservation. If the cancellation occurs less than 8 days prior to the reservation date, the rental fee will be forfeited, but the security deposit will be returned.

### Key

The key to the facility may be picked up at the Village office any time 24 hours prior to the date of the reservation. The key unlocks the gate, the restrooms and the electrical panel on the southeast corner of the shelter. Restrooms are not supplied with paper products. (Please bring your toilet tissue.) The key is not transferrable to any other person/party. The keys shall be returned by noon on the first business day after the date of the reservation.

### Alcohol

The possession and consumption of alcoholic liquor in Village parks and on Village property is prohibited pursuant to the Village's Code of Ordinances unless an application for a permit is submitted to the Village and approved in accordance with the Village's Code of Ordinances and regulations promulgated thereunder (the "Code"). If a permit is approved, alcohol may be possessed and consumed in accordance with the terms and conditions of the permit, the Village Code and State law. Alcoholic liquor may not be sold in conjunction with the rental of a Village park facility without approval of the Michigan Liquor Control Commission.



# SPRING PARK PICNIC SHELTER RESERVATION FORM

**PLEASE COMPLETE THE FOLLOWING INFORMATION IN LEGIBLE FORM**

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*For your information, all facility rental fees are placed in the Recreation Fund to help maintain, renovate and improve Village of Middleville park facilities. Thank you for your patronage.*

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**PLEASE COMPLETE THE FOLLOWING INFORMATION IN LEGIBLE FORM:**

1. Name of Person Making Reservation: \_\_\_\_\_ Age: \_\_\_\_\_

2. Name of Group for Which Reservation is Made: \_\_\_\_\_

3. Complete Mailing Address for Person or Group: \_\_\_\_\_

4. Date(s) of Reservation: \_\_\_\_\_

5. Set-up/Arrival: No earlier than \_\_\_\_\_ AM/PM

Event Start: \_\_\_\_\_ AM/PM

Departure: \_\_\_\_\_ AM/PM

6. Daytime Telephone Number: \_\_\_\_\_

Evening Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

7. Purpose of the Reservation: \_\_\_\_\_

\_\_\_\_\_

8. Number of People Anticipated: \_\_\_\_\_

9. Is electricity required? \_\_\_\_\_ Yes \_\_\_\_\_ No

10. Are you requesting a permit to possess and/or consume alcohol? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(If Yes, please complete the information requested in Item 11 below and sign the required certifications as part of the rental of this park; if No, sign on page 4.)

**11. Alcohol Permit and Insurance Requirements**

a. You are required to purchase liability insurance that meets the Village's insurance requirements.

b. You may only serve alcohol during the hours defined in your park reservation application.

- c. Premises Liability insurance with a limit of at least \$1,000,000, including “Host Liquor Liability” coverage. (Applies to alcoholic beverages *served at no charge*.)
- d. “Host Liquor Liability” **must include the Village of Middleville as an additional insured for primary and non-contributory limits of liability.**
- e. Insurance Information: **\*\*\*Include a copy of your certificate of insurance with the application\*\*\***
  - i. Carrier: \_\_\_\_\_
  - ii. Agent contact name, phone and e-mail: \_\_\_\_\_
  - iii. Policy number: \_\_\_\_\_
- f. Time Period in which alcohol will be served (serving of alcohol must end 1/2 hour prior to the established ending time of your event.):  
 No earlier than \_\_\_\_\_ AM/PM                      No later than \_\_\_\_\_ AM/PM

12. Certifications/Hold Harmless

- a. I confirm that I/we will not sell/provide alcoholic beverages and that there will be no alcoholic beverages served to any individuals under the age of 21 at our event. I confirm that I/we will leave the area in a clean and presentable condition.
- b. In consideration of being allowed by the Village of Middleville to possess and consume beer and/or wine at the above location and date(s), the undersigned, by this application, does/do hereby expressly stipulate and agree to release, waive, discharge, indemnify and forever hold harmless the Village of Middleville, its departments, officials, officers, its assigns, agents, servants and employees and volunteers of and from all claims, demands, actions or causes of action now existing or which may hereafter exist by reason of any damage, loss, injury or death which heretofore has been or which may hereafter be sustained by the said INDIVIDUAL, GROUP, ORGANIZATION OR FAMILY in consequence of their participation in any and all activities in connection with the issuance of this permit.

This release extends and applies to, and also covers and includes, all unknown, unforeseen, unanticipated and unsuspected injuries, death, damages, loss and liability and the consequence thereof, as well as those now disclosed and known to exist. The provisions of any state, federal, local and territorial law or statute providing in substance that releases shall not extend to claims, demands, injuries, death or damages which are unknown or unsuspected to exist at the time to the person executing such release, are hereby expressly waived.

\_\_\_\_\_  
Signature of Person Applying for Alcohol Permit  
(Must be the same person requesting reservation)

\_\_\_\_\_  
Date

Acknowledgment and Agreement

By signing below, I acknowledge that I have read and understood the various rules and provisions on this form. I will accept responsibility for ensuring full compliance with these rules during the reservation time. I further understand and agree that I shall be responsible for the proper use and care of the facility being placed in my care.

\_\_\_\_\_  
Signature of Person Requesting Reservation Date

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Questions may be directed to the Village Office a 269-795-3385 during regular business hours (Monday through Friday 9-5). For assistance with the facility during the event, please call 269-948-4800, Extension 1.  
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**OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Residency Verified: \_\_\_\_\_

Non-Profit Status Verified: \_\_\_\_\_

Alcohol Permit Requested: \_\_\_ Yes \_\_\_ No

Alcohol Permit Received: \_\_\_ Yes \_\_\_ No \_\_\_ Cash, or \_\_\_ Check #: \_\_\_\_\_

Certificate of Insurance Received: \_\_\_ Yes \_\_\_ No

Insurance Verified with Agent: \_\_\_ Yes \_\_\_ No Date of Verification: \_\_\_\_\_

Park Fee: \_\_\_ Cash, or \_\_\_ Check #: \_\_\_\_\_

Security Deposit: \_\_\_ Cash, or \_\_\_ Check #: \_\_\_\_\_

- Destroyed after the event,
- Mail to \_\_\_\_\_

Staff initials _____
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Approved? \_\_\_ Yes \_\_\_ No

Reason for denying: \_\_\_\_\_

Signature: \_\_\_\_\_

PLEASE DISTRIBUTE FORMS AS FOLLOWS:

- COPY OF APPROVED PERMIT (PAGES 1-4) TO CUSTOMER
- COPY OF PAGE 2 TO DPW
- ORIGINAL COMPLETED PAGES 2-4 FOR OFFICE