

SPRING PARK PICNIC SHELTER RESERVATION POLICY

Reservations 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 use of restrooms. Each reservation form shall be accompanied by two checks or payment; 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 other members of the public.

Park Hours

From dawn till dusk.

Rental and Security Deposit Fees

Fees to secure a reservation shall be as follows:

If the applicant and responsible party is a resident:	\$50.00 rental fee
If the applicant and responsible party is a non-resident:	\$75.00 rental fee
If the applicant and responsible party is a duly registered non-profit organization:	\$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 cancelled 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 48 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 own toilet tissue.) The key is not transferrable to any other person/party. Keys shall be returned by 12 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 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.

**Village of Middleville
SPRING PARK PICNIC SHELTER RESERVATION FORM**

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.

1. Name of Person Making Reservation: _____

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: _____

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 the pavilion; if No, sign on page 4.)

11. Age of the applicant: _____

12. - 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.**

- Insurance Information:

e. Carrier: _____

f. Agent contact name, phone and e-mail: _____

g. Policy number: _____

Attach certificate of insurance to application.

- 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

- Certifications/Hold Harmless

h. 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.

i. 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 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 same as person requesting reservation)

Date

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

**Village of Middleville
SPRING PARK PICNIC SHELTER RESERVATION FORM**

Acknowledgement and Agreement

By signing below, I acknowledge that I have read and understand the various rules and provisions on this form. I will accept responsibility for ensuring full compliance with these rules and applicable provisions of the Code 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

Office Use Only

Date Received: _____

Residency Verified: _____

Non-Profit Status Verified: _____

Alcohol Permit Requested: Yes No

Alcohol Permit Received: Yes No

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 #: _____

Staff initials after action
taken _____

Permission to destroy the check after the event,

Mail to _____

* Cash must be picked up by applicant after the event

Approved? Yes No

Reason(s) 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