



SESQUICENTENNIAL PARK (PAVILION) RESERVATION POLICY

Reservation for the Sesquicentennial Park Pavilion 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:

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 pavilion does not entitle the group to close access to other areas of Sesquicentennial Park to other members of the public.

Rental and Security Deposit Fees

Fees to secure a reservation shall be as follows:

If the applicant and responsible party is a resident:	\$100.00 rental fee
If the applicant and responsible party is a non-resident:	\$200.00 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, 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.

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 the approval of the Michigan Liquor Control Commission.



SESQUICENTENNIAL PARK (PAVILION) RESERVATION FORM

PLEASE COMPLETE THE FOLLOWING INFORMATION IN LEGIBLE 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.

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.

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

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.

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

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