



*Village of Middleville*  
100 E Main Street, Middleville, MI 49333  
Phone (269) 795-3385

**VILLAGE OWNED GREEN SPACE RESERVATION FORM**  
**\_\_\_\_STATE STREET \_\_\_\_MAIN STREET \_\_\_\_KAYAK/CANOE LAUNCH**

Reservation of the green space must be made with the Village Office.  
A reservation is not confirmed unless, and until, the security deposit fee of \$25.00 is paid.  
The Village Manager, or designee, will approve this request.

1. Name of the person making the reservation: \_\_\_\_\_
2. Name of the group for which the reservation is made: \_\_\_\_\_
3. Complete mailing address for person or group: \_\_\_\_\_
4. Phone No. \_\_\_\_\_ Cell No. \_\_\_\_\_
5. Email address: \_\_\_\_\_
6. Date(s) requested: \_\_\_\_\_ Times: Start \_\_\_\_\_ Finish \_\_\_\_\_
7. Number of people anticipated to attend: \_\_\_\_\_
8. Have provisions been made for parking with signage and directions? \_\_\_\_\_
9. Will tent or awning-type coverage be used? \_\_\_\_\_
10. No staking is allowed, only sandbags, etc., unless administratively approved.
11. Trash and garbage are expected to be removed by the person/group responsible for the reservation.
12. Any damage to the green space will be taken from the deposit.

## ACKNOWLEDGMENT 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 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.

I understand that the filing of this application does not ensure approval of an event. I also understand that all Event organizers and participants must comply with applicable Village ordinances, traffic rules, state health laws, fire codes, and liquor licensing regulations. I further understand that an incomplete application may be cause for the denial of this event.

The Host Organization and/or Event Organizer(s) agree to defend, indemnify, and hold harmless the Village of Middleville and the Village's employees, officers, Village council members, and volunteers harmless from any and all losses, damages, claims for damage, liability, lawsuits, judgement expenses, and costs arising from any injury or death to any person or damage to any property including all reasonable costs for investigation and defense thereof (including but not limited to attorney fees, cost and expert fees) arising out of or attributed to the issuance of the applicant's event permit regardless of where the injury, death or damage may occur, unless such injury, death or damage is caused by the sole negligence or willful misconduct of the Village.

I agree to be responsible for the removal of all equipment, paraphernalia, waste, trash, and other personal property belonging to or resulting from the event.

In case of a public works emergency, I/We will call **Barry County Dispatcher at 269-948-4800 Ext. 1.**

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

\_\_\_\_\_  
Date

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**OFFICE USE ONLY**

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

Security Deposit of \$\_\_\_\_\_ paid via \_\_\_\_\_ Cash \_\_\_\_\_ Check #: \_\_\_\_\_

After event Security Deposit is to be \_\_\_\_\_ Picked Up \_\_\_\_\_ Destroyed \_\_\_\_\_ Mailed

Application \_\_\_\_\_ approved \_\_\_\_\_ denied (reason if denied) \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Security Deposit was \_\_\_\_\_ Picked Up\* \_\_\_\_\_ Destroyed\*\* \_\_\_\_\_ Mailed\*\* on \_\_\_\_\_

\*Signed by Person receiving deposit (must be same as applicant) \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Title: \_\_\_\_\_