



## PARK / FACILITY RESERVATION GUIDELINES

Reservations for parks/facilities must be made with the Village Office. A reservation is not confirmed until a completed reservation form is on file, the rental and security deposit fees are paid to the Village of Middleville, and application has been approved.

- Reservations may require at least 48-hours of advance notice for proper preparation.
- Reservation requests will be accepted up to six months before the date requested.
- The person making the reservation must be at least 18 years of age.
- Each reservation form shall be accompanied by two checks; one for the rental fee and the second for a security deposit. Cash payments are acceptable. Payments cannot be made by credit/debit card or EFT.
- If the purpose of your reservation exceeds invited attendees, and is open to the public/community, you must complete and submit an Application for Event Permit at least sixty (60) days prior to the event and receive approval by action of the Village Council.
- Park Hours are from dawn til dusk

Rental Fees / Security Deposit (Rates are based on up to six hours of use. Rates for reservations in excess of six hours will be doubled)

	<u>Village Resident</u>	<u>Non-Village Resident</u>	<u>Village Non-Profit, School, Religious Org</u>	<u>Non-Village Non-Profit, School, Religious Org</u>
Amphitheater	\$100.00	\$200.00	NO FEE	\$ 50.00
Calvin Hill Park Shelter	\$ 25.00	\$ 50.00	NO FEE	\$ 15.00
Sesquicentennial Park Pavilion	\$100.00	\$200.00	NO FEE	\$ 50.00
Spring Park Picnic Shelter	\$ 50.00	\$100.00	NO FEE	\$ 35.00
Stagecoach Park Gazebo	\$ 75.00	\$150.00	NO FEE	\$ 40.00

In addition, each reservation shall be accompanied by a security deposit of \$100.00. If the facility is left in good, clean order, the deposit will be refunded.

### Cancellation of Reservation

A reservation may be canceled without penalty with notice at least 14 days before the date of the reservation. If the cancellation occurs less than 14 days prior to the reservation date, the rental fee will be forfeited and the security deposit will be returned.

### Alcohol

The possession and consumption of alcohol in Village parks and on Village property is prohibited pursuant to the Village's Code of Ordinances unless an application for an Event 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. Alcohol may not be sold in conjunction with the rental of a Village park/facility without the approval of the Michigan Liquor Control Commission. Alcohol consumption for private rentals is not allowed in Village parks or on Village property.

### Additional Information

- A reservation for the **Amphitheater** does not include the sound system.
- There are NO restrooms at **Calvin Hill Park**.
- The key to **Spring Park** may be picked up at the Village Hall on Thursday or Friday for a weekend reservation and one day prior for weekday reservations. 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 or soap; you will need to supply your own. 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.
- The shelter at **Spring Park** holds approximately 12 picnic tables. Vehicles may be driven 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.
- Reservation of a pavilion/shelter does not entitle the group to close access to other areas of any park to the public, including parking spaces.



### APPLICATION FOR PARK / FACILITY RESERVATION

Amphitheater    Calvin Hill Park Shelter    Sesquicentennial Park Pavilion  
 Spring Park Picnic Shelter    Stagecoach Park Gazebo

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*All 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: \_\_\_\_\_
2. On Behalf of Group (if applicable): \_\_\_\_\_
3. Complete Mailing Address for Person or Group: \_\_\_\_\_
4. Date(s) requested: \_\_\_\_\_ Event Time Start: \_\_\_\_\_ am/pm Event Time End: \_\_\_\_\_ am/pm
5. Set-up/Arrival Time: \_\_\_\_\_ am/pm Departure Time: \_\_\_\_\_ am/pm
6. Daytime Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_
7. Purpose of the Reservation: \_\_\_\_\_

**If the purpose of your reservation exceeds invited attendees, and is open to the public/community, you must complete and submit an Application for Event Permit at least sixty (60) days prior to the event and receive approval by action of the Village Council.**

8. Number of People Anticipated: \_\_\_\_\_
9. Are you requesting a permit to possess and/or consume alcohol?  Yes    No  
If Yes, please complete the information requested in Item 10 below and sign the required certifications as part of this application; if No, acknowledge and sign on page 4. Alcohol consumption for private rentals is not allowed in Village parks or on Village property.

10. Alcohol Permit and Insurance Requirements (NOT APPLICABLE FOR PRIVATE RENTALS)

- 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 is required 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 one-half hour prior to the established ending time of your event):

No earlier than \_\_\_\_\_ am/pm No later than \_\_\_\_\_ am/pm

11. Certifications/Hold Harmless

- a. I confirm that I/we will not sell/provide alcoholic 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 alcohol 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.

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 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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Questions may be directed to the Village Office a 269-795-3385 during regular business hours (Monday-Thursday 8:00 am – 5:00 pm and Friday 8:00 am – noon).

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 (from State): \_\_\_ Yes \_\_\_ No

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

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

Rental Fee of \$ \_\_\_\_\_ paid via \_\_\_\_\_ Cash \_\_\_\_\_ Check #: \_\_\_\_\_

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: \_\_\_\_\_