

*CITY OF BOYNE CITY*

REQUEST FOR USE OF CITY PARKS  
FOR SPECIAL EVENTS

Requested By: Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone # \_\_\_\_\_

Location of planned activity: \_\_\_\_\_

Date(s) and time(s) of planned activity: \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m

Description of planned activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated number of participants: \_\_\_\_\_

\_\_\_\_\_  
signature of applicant date

The City of Boyne City Administrative Policies, Section 5.3, require that:  
All requests for use of City Parks for non-public purposes (art fairs, concerts, etc.) should be submitted to the City Clerk. Such requests shall be in writing and conform to the following standards:

- A. All applications shall be reviewed by City Staff to determine the lack of conflict with previously scheduled events.
- B. The applicant shall be responsible for any extra law enforcement or traffic control measures required as a result of the event.
- C. The applicant shall assume the responsibility for any liability related to the event.
- D. The applicant shall assume the responsibility for any clean-up which may be required to restore the area to its original condition.

\_\_\_ approved \_\_\_ denied \_\_\_\_\_  
Main Street Date

\_\_\_ approved \_\_\_ denied \_\_\_\_\_  
City Manager Date

\_\_\_ approved \_\_\_ denied \_\_\_\_\_  
City Clerk Date