

# CITY OF BOYNE CITY

## Request for Use of City Parks For Special Events

Event/Group Name: \_\_\_\_\_

Address: \_\_\_\_\_

Applicant Phone #: \_\_\_\_\_

Contact Person on Day of the Event: \_\_\_\_\_

Contact Person's Cell # for Day of Event: \_\_\_\_\_

Email: \_\_\_\_\_

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

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

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

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

\_\_\_\_\_  
Print Name & 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 Director

\_\_\_\_\_  
Date

\_\_\_ approved \_\_\_ denied

\_\_\_\_\_  
Parks Director

\_\_\_\_\_  
Date

\_\_\_ approved \_\_\_ denied

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

\_\_\_ approved \_\_\_ denied

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date