

# Park Reservation Request

City of Boyne City

319 N Lake Street, Boyne City, MI 49712 (231) 582-6597

Area Reserved: ( ) Veterans Park Pavilion, Rotary Park Pavilion, Old City  
Park Gazebo, Avalanche Warming House, 1910 Building

Rental Fee: \$ 50.00 (circle choice)

( ) Other City Park (indicate which one): \_\_\_\_\_

- One half of rental fee is required within ten days of reservation request, along with this form, or your reservation will automatically be cancelled. **BALANCE PAID IN FULL BEFORE USE.**

Reservation Date: \_\_\_\_\_

Time of Event: Start \_\_\_\_\_ End \_\_\_\_\_

Name of Group: \_\_\_\_\_ Non-Profit: ( )

Type of Activity: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Street

City

State

Zip Code

Waiver of Liability: In consideration of the City of Boyne City allowing us to reserve and use the park property Indicated above, we agree to assume any and all liability and to hold the City of Boyne City harmless against any liability which may arise due to the use of the above property, except for those claims arising out of the sole negligence of the City of Boyne City, its agents, and/or employees.

We further acknowledge that the City of Boyne City assumes no responsibility for any damages or injuries which may occur during the use of the property indicated except for those claims arising out of the sole negligence of the City of Boyne City, its agents, and/or employees.

We further agree to abide by all ordinances, laws, and regulations of the City of Boyne City and the State of Michigan.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Office Use Only - Do not write below this line**

Fees Received: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Staff Initials \_\_\_\_\_

\$ \_\_\_\_\_ Date: \_\_\_\_\_ Staff Initials \_\_\_\_\_

Cancellation Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

Refund Authorization: ( ) No Refund ( ) \$25.00 ( ) \$50.00 Staff Initials \_\_\_\_\_

# ***ENJOY BOYNE CITY'S PARKS!***

## **Conditions of Use**

**Rental Fees:** A minimum of one half of the rental fee is required to be paid within in ten (10) days of the reservation request, accompanied with the completed rental form. The balance will be due on the day you pick up the key and reserved sign from City Hall. If we do not receive a minimum of one half of the rental fee within the ten (10) days, your reservation will automatically be cancelled. Rental fees may be waived by the City for non-profit groups and organizations.

**Cancellation Policy:** Reservations cancelled at least thirty (30) days prior to your reservation date, your payment will be refunded. Cancellations with less than thirty (30) days notice **will not** be refunded.

**Reservations:** Reservations made are only for the date and time indicated on the form.

**Check In:** Before using any of our facilities, someone from your group must check in at the front counter of City Hall to sign out a reserved sign, a key and pay any outstanding balance. City Hall's regular office hours are Monday – Friday from 7:30 a.m. – 4:30 p.m. If your event is during the weekend, you must check in no later than 4:30 p.m. on the Friday prior to your reservation.

**Check Out:** Signs and keys must be returned to the front office of City Hall within three (3) days of your function.

### **Rules and Regulations:**

- \* Alcoholic beverages **are not** permitted in Old City Park. However, alcoholic beverages are permitted in Veterans Park pavilion.
- \* No stapling, nailing, tacking, or taping signs/banners, and decorations on any part of the pavilion. Eyelets are provided for this purpose. If anything is used other than the eyelets, you will be charged for repairs.
- \* You are responsible for general cleaning of the gazebo or pavilion after your function. Please remove any signs, posters, and decorations. Trash barrels are provided throughout the park area. Extra trash bags, hose and a broom are in the maintenance room (if using Veterans Park). If you move tables, please put them back where you found them.
- \* **Side curtains, if used, must be rolled up and secured.** Two step ladders are available and must be returned to the maintenance closet and padlocked after use. **YOU WILL BE CHARGED if they are lost or damaged!**
- \* Quiet hours are from 10:30 P.M. to 7:00 A.M.
- \* If you plan to have additional tents or items requiring staking in any park, you must make arrangements with the Maintenance Dept at City Hall.
- \* Please see other side for helpful information about our facilities.

## HELPFUL INFORMATION

### **VETERANS MEMORIAL PARK PAVILION**

**Electricity** - there are 8 electrical outlets within the pavilion.

**Tables** - there are approximately 10 tables which seat 8-10 people per table.

**Grills**- there are 4 grills (2 ft. square) in the center of the pavilion. You must provide your own charcoal.

**Restroom facilities** - 4 restrooms (2 women's, 2 men's). *Generally only two are opened unless otherwise needed.*

**Side curtains** - There are side curtains on 3 sides of the pavilion to protect from rain and/or wind if needed. **If you lower the curtains, you must roll them back up.**

### **OLD CITY PARK GAZEBO**

**Electricity** - there is 1 outlet on the outside of the gazebo.

**Tables** - there are approximately 3 picnic tables in the park which seat 8-10 people per table and several benches.

**Grills** - there are a couple of grills within the park, not near the gazebo

**Restroom facilities** - There are no restroom facilities at Old City Park. However, there are public restrooms 2 blocks west of the park on Lake St.

Please retain this sheet for your reference.

If you have any other questions regarding the facilities,  
please contact City Hall at (231) 582-6597.