

Veterans Park Pavilion Reservation Request

City of Boyne City

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

	Time Slot	Resident Rate	Non-Resident Rate	Alcohol
Mornings	8:00 am to 1:00 pm	\$ 100	\$135	() No
Afternoon & Evening	2:00 pm to 11:00 pm	\$ 150	\$ 200	
All Day	8:00 am to 11:00 pm	\$ 200	\$ 270	() Yes
Commercial Kitchen	am or pm	\$ 100	\$ 135	<i>If yes, a certificate of insurance naming the City of Boyne City as additional insured is required</i>
Non Cleaning Security Deposit		\$ 100	\$ 100	

Total fee for pavilion reservation: _____ Security Deposit paid: _____

Rental fee is required with the reservation request. The security deposit is to be paid when the keys and reservation sign are picked up prior to your event.

Reservation Date: _____ / _____ / _____ Start Time: _____ End Time: _____

Name of Group: _____ Non-profit: Y / N

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 _____

Cancellation Contact Person: _____ Date: _____

Cancellation Refund () Refund () No Refund Staff Initials _____

Deposit Refund Authorization: () Refund () No Refund Staff Initials _____

Conditions of Use

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 4:00 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 two (2) days of your function.

Licenses & Insurance Required:

A State of Michigan Liquor License is required if selling alcohol.

A Health Department of Northwest Michigan Temporary Food Establishment License if an applicant, or a catering company, is preparing & selling food on-site.

Liquor Liability Insurance, naming the City of Boyne City as an additional insured, is required one (1) week in advance if serving alcohol.

Decorations: Below are the rules on decorations:

- Nothing can be nailed, screwed, taped or glued to the pavilion structure, walls, doors or windows
- Banners may be used, if attached to a free standing portable frame provided by the applicant
- Balloons must be deflated and disposed of by the applicant
- No flammable products, fireworks or other explosive devices are permitted

Dishware, Glasses & Cutlery: No dishware, glasses or cutlery are available. Applicants are required to bring their own, but may not leave it on-site following the rental.

Clean-up After the Rental: Prior to leaving, all applicants are responsible for the following:

- Put tables back the way you found them – 10 tables are inside the pavilion
- Bag your garbage and put it in the mechanical closet; put new can liners in the barrels (those are located on the shelf in the mechanical closet)
- Take your returnable cans and bottles with you
- Sweeping and mopping the concrete floor (broom, dust pan and mops are provided)
- Wiping & disinfecting all counters and picnic tables *
- Cleaning & disinfecting all of the stainless steel surfaces in the kitchen *
- Removing all food, condiments & drinks from the kitchen
- Returning the keys and/or sign to the City Hall staff

*Applicants must supply their own cleaning cloths and products.

Failure to clean adequately, will result in forfeiture of the security deposit.