

# Park Reservation Request

*City of Boyne City*

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

Area Reserved: (Circle your choice)

Veterans Park, Open Space, Rotary Park, Peninsula Beach,  
Sunset Park, Avalanche Warming House (off season), and  
Old City Park Gazebo \$100.00

1910 Building and River Trail Pavilion \$ 50.00

- Payment is due at the time of making the reservation request, along with this form, or your reservation will automatically be cancelled.

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 \_\_\_\_\_

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

Refund Authorization: ( ) No Refund ( ) partial amount \_\_\_\_\_ 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 4:00 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 three (3) days of your function.

### **Rules and Regulations:**

- \* Alcoholic beverages **are not** permitted in Old City Park.
- \* No stapling, nailing, tacking, or taping signs/banners, and decorations on any part of the gazebo. 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 after your function. Please remove any signs, posters, and decorations. Trash barrels are provided throughout the park area.
- \* 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.

## HELPFUL INFORMATION

### **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. both in Veterans Park, City Hall and at the River Mouth

Please retain this sheet for your reference.

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