

CITY OF BIG RAPIDS  
DEPARTMENT OF PUBLIC WORKS  
226 N. Michigan Ave.  
Big Rapids, MI 49307  
231-592-4015

=====PAVILION RESERVATION FORM=====

Please complete all information requested and return to the Public Works Department. Please print clearly. All reservations are subject to the conditions listed on the reverse side of this form.  
No refunds will be issued as a result of inclement weather.

Please check one:

- HEMLOCK PARK PAVILION  (approximately 100 people)  
NORTHEND RIVERSIDE PARK I  (approximately 40 people)  
NORTHEND RIVERSIDE PARK II  (approximately 100 people)  
MITCHELL CREEK PARK PAVILION

Applicant Name \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Phone

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of Reservation: \_\_\_\_/\_\_\_\_/\_\_\_\_ TIME \_\_\_\_ (AM/PM) to \_\_\_\_ (AM/PM)

Type of activity/event (i.e. reunion, wedding): \_\_\_\_\_ Anticipated group size: \_\_\_\_\_

Activity Name (name wanted on reservation board): \_\_\_\_\_

**FEE SCHEDULE: Please check one that applies.**

- Big Rapids City Resident \_\_\_\_\_ \$ 80.00  
Non-Resident \_\_\_\_\_ \$ 100.00  
Non-Profit event open to the public \_\_\_\_\_ Fully Waived \*  
Non-Profit  
not open to the public or only  
open to a specific group of public \_\_\_\_\_ \$ 50.00

**\* All waivers are subject to approval by the Recreation Director and may need Park Board approval.**

Make checks payable to the City of Big Rapids. Please bring a copy of this reservation form as proof of reservation of facility. If you have any problems during the event you can contact the Department of Public Works at 592-4015 M-F 8am to 5pm, outside those hours contact Public Safety at 796-4811.

Agreement: I have received, read, and agree to abide by all park ordinances, rules and regulations, as well as all conditions contained on this application. The above named individual/firm/ organization releases the City of Big Rapids and its employees from all suits, claims, and actions for damages to persons or property which arises out of the reservation and use of the City facility reserved.

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

**Please bring table cloths to cover picnic tables. An effort is made to keep tables clean but these are outside pavilions and are used by the public.**

# PAVILION RESERVATION POLICY

1. Reservations may be made for the year anytime after January 1<sup>st</sup>. To secure reservation FULL PAYMENT MUST ACCOMPANY APPLICATION FORM; checks are to be made payable to the City of Big Rapids.
2. All applications shall be considered in the chronological order received. A separate application must be submitted for each period of use.
3. Applications must be received in the Public Works office at least seven days prior to intended use date. It is recommended reservations be made well in advance.
4. Reservations may be made by mail or in person; no telephone reservations accepted. Those interested in reserving may call 592-4015 to check on the availability of the facility.
5. **AFTER THE RESERVATION HAS BEEN MADE AND PAID FOR, NO REFUND OF ANY PORTION OF THE FEE WILL BE MADE FOR ANY REASON UNLESS THE PUBLIC WORKS DEPARTMENT IS ABLE TO RESERVE THE PAVILION TO ANOTHER PARTY. NO REFUNDS WILL BE ISSUED AS A RESULT OF INCLEMENT WEATHER.**
6. You must be 18 years of age to reserve the facility and responsible adult supervision must be provided at all times to insure that the facility and surrounding grounds are utilized in a safe and orderly manner.
7. Once you have paid for your reservation, the pavilion is yours to use between the hours of 7 a.m. and 10 p.m. If another party is using the pavilion when you arrive, please ask them nicely to vacate the pavilion because you have the reservation. If they refuse to vacate, please contact Central Dispatch at 796-4811 to have the police come and remove the offending party.
8. Events may be subject to approval by the City of Big Rapids Park & Recreation Board and/or City Commission and can be cancelled by the City at any time when it is determined that to do so would be in the best interest of the City.
9. The park staff and police department have the authority to ask uncooperative offenders to leave the park. Any violation of park ordinances may result in loss of reservation and future access to park facilities.
10. Alcohol policy: **The consumption or possession of alcoholic beverages is prohibited in all City parks, except alcoholic beverages may be possessed and consumed in Hemlock, Vogel and Industrial Parks from 6:00 p.m. to 10:00 p.m. Monday through Friday, and from 1:00 p.m. to 10:00 p.m. Saturday and Sunday. Glass containers of alcoholic beverages are prohibited at all times in all City parks. A violation of this section shall be a municipal civil infraction. (5-10-98)**
11. All motorized vehicles must be left in designated parking areas.
12. **YOU ARE RESPONSIBLE FOR KEEPING THE PARKS CLEAN BY LEAVING FACILITIES & SURROUNDING GROUNDS FREE OF LITTER. PATRONS CAN HELP BY WIPING THEIR PICNIC TABLES & CLEANING SPILLS ON PAVILION FLOOR. FURTHER FEES MAY BE ASSESSED OR FUTURE ACCESS TO PARK FACILITY RESTRICTED IF RENTAL AREA IS NOT PROPERLY CARED FOR BY THE RENTER. WITH YOUR HELP, WE WILL BE ABLE TO KEEP RENTAL FEES LOW.**