

Pavilion Reservation Form

City of Potterville
 319 N. Nelson St., Potterville MI 48876
 PH: 517-645-7641 Fx: 517-645-7810

| | |
|--|--|
| Rental date ___/___/___ | Day of Week: Sun Mon Tue Wed Thur Fri Sat (circle day of use) |
| Organization/Name _____ | Contact Name: _____ |
| Address _____ | |
| City of Potterville Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Main Contact Telephone _____ | Alternate Contact Telephone _____ |
| Email _____ | |

| | |
|------------------------------------|---------------------|
| _____ Large Pavilion Shelter | _____ VFW |
| _____ Small Pavilion Shelter | _____ Lake Alliance |
| Estimated Maximum Attendance _____ | Hours Needed _____ |

In the event the applicant is a corporation, partnership, association, club or group, the person signing this agreement for such entity represents to the City that he/she has full authority to sign such contract and, in the event that he/she is not so authorized that he/she will be personally liable for the faithful performance of this agreement. The terms and conditions, together with the attached rules and regulations shall constitute a contract between the applicant and the City of Potterville.

I have read all of the attached printed rules and regulations located on the back of this form for use of the City of Potterville facilities. I understand and plan for the group I represent to abide by the attached rules and regulations.

 Applicant's Signature

 Date

| Office Use Only | |
|----------------------------------|---------------------------------|
| Application Fee/Deposit \$ _____ | Approved By _____ Date _____ |
| Resident Fee \$ _____ | Processed By _____ Date _____ |
| Non-Resident Fee \$ _____ | Date Entered in Calendar _____ |
| TOTAL \$ _____ | Date Paid _____ / _____ / _____ |
| | Receipt # _____ |



RULES & REGULATIONS FOR PARK FACILITY USE

RESERVATION- Reservations can be made by calling the city of Potterville at 517-645-7641. Check out Pavilion reservation calendar at WWW.pottervillemi.org. Any group using various park facilities for outside purposes will be required to complete an application for use of facilities and to submit appropriate damage deposit and/or rental fees within 7 days of making the reservation. Reservations will be confirmed upon receipt of application and appropriate fees. If the appropriate fee and application are not received within 7 days the reservation will be canceled. Reservations will be taken no more than one (1) year in advance.

DAMAGE- The applicant shall be responsible for expenses incurred by the City in correcting, cleaning, repairing or replacing any facility or property of the City which was damaged in connection with the activity or event for which the facility was rented, regardless of who caused the damage.

CANCELLATION- If the applicant fails to provide at least 10 working days notice, the entire rental fee shall be forfeited to the City.

ALCOHOL- Possession or consumption of alcoholic beverages on the City of Potterville park grounds is **limited to beer and wine**.

INSURANCE- The applicant assumes the entire responsibility and liability for losses, damages, claims arising out of injury or damages to the applicant's displays, equipment and other property brought upon the premises of the City and shall hold harmless the City, agents, and employees from any and all such losses, damages and claims.

For your protection, the City of Potterville recommends that all park renters obtain liability insurance while using City property to indemnify against loss resulting from bodily injury and/or property damage. A copy of the insurance certificate should be filed with the City. Your personal insurance agent can assist you in obtaining this information.

CLEAN UP POLICY- Applicant must leave the park/facility in satisfactory condition (clean and free of damage). All litter and garbage must be disposed of properly.

RESIDENCY- Applicant must provide proof that they are a City of Potterville resident in order to receive the resident rate. Proof of residency can include a valid driver's license or recent utility bill.

DISCLOSURE- Applicant must disclose at time of submittal of application all special equipment being brought into the park for use during rental. Items **NOT ALLOWED** include the following but are not limited to: generators, inflatable bouncers, dunk tanks, motor powered vehicles (gas or electric), trailers, stages, amplified (loud) speakers, megaphones or concessions.

No solicitation or sales of any kind can be made on the City park grounds without permission of the City Manager.

The City of Potterville reserves the right to immediately terminate this agreement, and the applicant agrees to immediately vacate the premises upon notice of termination for failure to adhere to the rules and regulations set forth.