

# Elmwood Charter Township

10090 E Lincoln Rd  
Traverse City, MI 49684  
(231)946-0921

## PAVILION RESERVATION REQUEST FORM

**Pavilion requests will be accepted no sooner than six (6) months before the desired reservation date.  
BEFORE SUBMITTING THIS FORM, CALL THE TOWNSHIP TO CONFIRM AVAILABILITY**

Person/Organization Requesting Pavilion Reservation: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

If Different, Deposit Refund Check Name: \_\_\_\_\_

Deposit Refund Check Address: \_\_\_\_\_

Deposit checks will be mailed approximately 2 weeks after reservation date if the pavilion is left in acceptable condition.

**Pavilion Requested:** Greilickville Harbor Park Pavilion      Cherry Bend Community Park Pavilion

**Date:** \_\_\_\_\_

**Day of the Week:**      Monday      Tuesday      Wednesday      Thursday  
                                 Friday      Saturday      Sunday

**Rental Time:**      Half Day                      Half Day                      Full Day  
                                 10:00 AM – 2:00 PM      3:00 PM – 7:00 PM      10:00 AM – 7:00 PM

Note: Due to limited parking, Greilickville Harbor Park can only accommodate a maximum of 75 people.

### THE RENTAL FEE AND DEPOSIT ARE DUE AT THE TIME OF SUBMITTAL TO SECURE RESERVATION.

Greilickville Harbor Park  
Half Day \$100  
Full Day \$200  
Deposit \$50

Cherry Bend Park  
Half Day \$50  
Full Day \$100  
Deposit \$50

I acknowledge that I have read the Elmwood Charter Township Park Regulation Ordinance which is available online ([www.elmwoodmi.gov](http://www.elmwoodmi.gov)) and I agree to abide fully with their provisions. Cancellations within 7 days of event are non-refundable.

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

#### OFFICE USE

Amount Paid: \_\_\_\_\_

Received By: \_\_\_\_\_

Cash/Check #: \_\_\_\_\_

Date Received: \_\_\_\_\_