

**Suttons Bay Township**

95 W. Fourth Street

PO Box 457

Suttons Bay, MI 49682

Office Phone: (231) 271-2722 Office Fax: (231) 271-2773

Email: [sbaytwp@suttonsbaytwp.com](mailto:sbaytwp@suttonsbaytwp.com)

**Herman Park Pavilion Reservation Request Form (revised 1/12/2022)**

See Event Use Request Permit for events sponsored by an organization

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

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

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

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

Refund Check to: Name: \_\_\_\_\_ Address: \_\_\_\_\_

**Date of Requested Event:**\* \_\_\_\_\_ **Expected Number of Attendees:** \_\_\_\_\_

**Rental Time Requested:** ( ) 10:00 am – 2:00 pm ( ) 3:00 pm - 7:00 pm ( ) 10:00 am - 7:00 pm

**\*Call Suttons Bay Township to check availability**

**Rental Fee:** Full-day: 10:00 am - 7:00 pm \$200 (\$100 township resident)

Half-day: 10:00 am - 2:00 pm or 3:00 pm - 7:00 pm \$100 (\$50 township resident)

**Rental Deposit:** \$100 deposit required for all rentals - payable with rental fee at the time of reservation. Deposit is refundable provided user cleans pavilion before vacating the premises and abides by all park rules.

If plan on more than 50 people at the pavilion, renter must arrange for extra Port-a-johns and agree to pay for additional Trash Receptacles.

My signature on this Pavilion Reservation Request Form acknowledges that I have received a copy of the Herman Community Park Pavilion Rules, Township Park Ordinance, and the separate Pavilion Reservation Request Acknowledgement Form and agree to abide fully with their provisions.

**USER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**OFFICE USE ONLY**

**RENTAL FEE & DEPOSIT AMT PAID:** \_\_\_\_\_ **CASH/CHECK #:** \_\_\_\_\_

**RECEIVED BY:** \_\_\_\_\_ **DATE RECEIVED:** \_\_\_\_\_

**DEPOSIT FEE RETURNED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## Herman Park General Use Rules

- (a) The Herman Park Pavilion is open for use by the public from dawn until dusk. However, the Pavilion may be reserved in advance for specified periods. If a pavilion is not reserved in advance, no group of any kind shall be entitled to use or occupy a pavilion for more than three (3) hours during any given day.
- (b) Pavilion reservation requests must be made, the Pavilion Use Request Form submitted and received/approved, and the appropriate fee and deposit paid to the Suttons Bay Township office at least a week before the time of the reservation. Check with the township office on availability. Suttons Bay Township will not accept any pavilion reservation request more than six (6) months before the desired reservation date. The amount of the fee & the deposit shall be set by motion or resolution of the Suttons Bay Township Board.
- (c) An approved applicant, hereafter called the User, assumes responsibility for any and all damage to Suttons Bay Township property and any injury or damage to the person or property of the applicant or any third party which is caused by the User or any guest of the User, and shall indemnify and hold harmless the Suttons Bay Township from any and all claims, awards, or attorney fees in the event of any such injury or damage.
- (d) The User shall be responsible for its own cleanup immediately following the event and the User must leave the area in the same condition in which it was found. If the Suttons Bay Township must clean the area following the event, the User shall be charged all expenses of cleanup and such expenses shall not be limited to the User's deposit amount. The designated township representative will determine "same condition" and the township representative's decision on the matter is final.
- (e) The reservation may be revoked at any time for violation of these rules, or for a violation of state law that has occurred or is occurring on the township park or recreational facility, by the Suttons Bay Township Supervisor or his or her designated representative, any law enforcement agency that has jurisdiction in the Township, or any other person or agency authorized by the Suttons Bay Township Board to make such a reservation revocation.
- (f) Suttons Bay Township reserves the right to designate days that the pavilion is not available for reservations (e.g. holiday weekends, Township picnics/events, etc.)
- (g) No cooking, grills, or open fires under the Pavilion.
- (h) All trash and debris must be deposited within containers provided for that purpose and shall not be placed or allowed to remain upon the ground.
- (i) No skateboarding, rollerblading, or bicycling under the Pavilion.
- (j) Dogs or other animals are permitted in the Pavilion; however, they must be leashed at all times. The owner or person in control of a dog or other animal is responsible for cleaning up any and all solid wastes left by dogs or other animals.
- (k) No commercial activities are permitted unless authorized by the Suttons Bay Township Board.
- (l) No glass bottles or glass containers are allowed in the Pavilion.
- (m) No person may engage in violent, abusive, excessively loud, boisterous, vulgar, obscene, or disorderly conduct of any kind.
- (n) No person shall interfere with another visitor's use of the park or recreational facilities.
- (o) No use of tobacco products of any kind within 100 feet of the Pavilion or restroom facilities.
- (p) The use of loud speakers, public address systems, or sound amplifying equipment is prohibited without a permit. Operation of excessively loud radios or similar devices is also prohibited.