

**CITY OF NEWAYGO**  
**RENTAL AGREEMENT AND PERMIT APPLICATION**  
**FOR CITY OF NEWAYGO PARKS**

An application for a permit to use any City park must be made on this form and filed at City Hall not less than 14 days prior to the date of the requested use. No use can occur until and unless the City issues a permit. Loomis Lodge and Shaw Park are separate park facilities and must be applied for separately unless the use of both is requested. Application for use of Shaw Park entitles the permittee (i.e., the applicant herein after a permit is issued) to the reservation of the picnic area, not exclusive use of the entire park. This application for a permit to use Loomis Lodge, Riverfront Park Phase I pavilion or other park facilities must be filled out in its entirety.

1. A \$\_\_\_\_\_ damage and cleaning deposit payment in the form of a check, cash or money order, paid to the City of Newaygo (the "City") is required upon issuance of the permit.

- All monies will be refunded in full if the event is cancelled prior to 7 days in advance of the approved date of the event/function.
- The deposit will be refunded in full if the facilities are not damaged and are clean to the satisfaction of the City and all other applicable costs (if any) have been reimbursed to the City. **There will be a minimum charge of \$50 for any damage or cleaning required by the City's DPW personnel upon evaluation. This will be taken out of the deposit.**
- If the event/function is canceled within 7 days prior to the approved event/function date, all rental fees will be refunded. However, only 50% of the deposit will be refunded.

2. The City assumes no responsibility for any loss or damage to items of personal or corporate property suffered by the permittee or to or by any person in attendance at an event/function. Permittee (and the permittee's guests and invitees) uses the City park or facility involved at his/her/their own risk and they release the City (as well as its employees, officials, officers, and agents) from any and all liability, claims, causes of action, damages, and similar matters regarding or arising out of use of the City park or facility involved or any activities, events, or problems which arise in relationship thereto. Valuable or rare items should be insured or guarded by the permittee. The City assumes no responsibility or liability for any item(s) left on the premises.

3. Permittee shall release, hold harmless, and reimburse the City (as well as its officials, officers, employees, and agents) for, from, and against any injury, damages, causes of action, or similar matters which might arise out of, be caused by, or be related to the use of the City park or facilities involved by the permittee (or the permittee's invitees or guests).

4. The permittee shall be responsible for any and all damage to the lodge or any of the park facilities. The permittee will be responsible for loss of or damage to the facility or any of the park's equipment, decorations, fixtures or other property owned or controlled by the City or any other party. **The permittee shall be responsible for the repair or replacement costs of any and all damaged or lost City property.**

5. If the permittee plans to serve alcohol or if alcohol is going to be present at the function/event, a separate authorization from the City is required. It is possible that this portion of the permit will be denied as alcohol use on City property is considered separately.

6. All rules for the Loomis Lodge and the City's parks are to be strictly adhered to at all times. The permittee agrees to act in a responsible manner and to provide reasonable supervision to assure that the rules are followed by all persons in attendance.

Name (permittee): \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

(If the above individual is applying for the permit on behalf of, or in relationship to an association, organization, or other entity, that should also be so designated.)

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Driver's license number: \_\_\_\_\_ State: \_\_\_\_\_

\_\_\_\_\_ City Resident      \_\_\_\_\_ Non-City Resident      See Fees Listed Below

Park / Facility Requested \_\_\_\_\_

Date of requested use: \_\_\_\_\_ Number of guests: \_\_\_\_\_

Time of use: (should include set up and clean up) From: \_\_\_\_\_ To: \_\_\_\_\_

<b>PARK</b>	<b>NON-CITY Fri, Sat, Sun</b>	<b>NON-CITY Mon - Thurs</b>	<b>CITY RESIDENTS Fri, Sat, Sun</b>	<b>CITY RESIDENTS Mon - Thurs</b>
Riverfront Park Phase I (Pavilion Only)	\$225	\$175	\$170	\$95
Brooks Park	\$300	\$200	\$225	\$150
Loomis Lodge	\$175	\$75	\$130	\$55
Shaw Park	\$175	\$75	\$130	\$55
Both Loomis & Shaw	\$300	\$200	\$225	\$150
Marshall Memorial Park	\$300	\$200	\$225	\$150
Other designated parks	\$175	\$75	\$130	\$55

Type of event/function (check all that apply):

<input type="checkbox"/> Family Reunion	<input type="checkbox"/> Class reunion	<input type="checkbox"/> Other (please explain)
<input type="checkbox"/> Wedding	<input type="checkbox"/> Birthday Party	_____
<input type="checkbox"/> Wedding Reception	<input type="checkbox"/> Meeting	_____
<input type="checkbox"/> Anniversary Party	<input type="checkbox"/> Training/seminar	_____

Are you requesting an **alcoholic** beverage permit?  Yes  No

If yes, for what kinds/types of alcoholic beverages and under what circumstances? \_\_\_\_\_

Is there going to be **music** at the event/function?  Yes  No

If yes, will it be live musicians or recorded music? \_\_\_\_\_

If the application is for Shaw Park, are you going to have a **campfire**?

Yes  No (*Fire/Burn Permit Application must also be filled out*)

**I agree with all conditions and requirements set forth in this rental agreement, any permit issued, and the attached rules. I have read, understand and agree to abide by and help enforce the rules pertaining to the parks of the City of Newaygo.**

X  
\_\_\_\_\_  
Permitee (applicant)

\_\_\_\_\_  
Date

X  
\_\_\_\_\_  
Witness (City Official)

\_\_\_\_\_  
Date

PERMIT APPROVAL FORM

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City Use Only

Park/Facility Permit approved? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, which park or facility? \_\_\_\_\_

Use approved for: \_\_\_\_\_

Date of event/function \_\_\_\_\_ Time: \_\_\_\_\_

Name \_\_\_\_\_

Limitations/Conditions of Park/Facility Permit: \_\_\_\_\_

\_\_\_\_\_  
City Manager (or designee)

\_\_\_\_\_  
Date

X \_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_ Entered on Facility Calendar      Rental Fee \_\_\_\_\_      Check # \_\_\_\_\_

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Alcohol Permit approved? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, which park or Facility? \_\_\_\_\_

Type of alcohol use approved: \_\_\_\_\_

Date of event/function \_\_\_\_\_ Time: \_\_\_\_\_

Name \_\_\_\_\_

Limitations/Conditions of Alcohol Permit: \_\_\_\_\_

X \_\_\_\_\_  
City Manager (or designee)

\_\_\_\_\_  
Date

X \_\_\_\_\_  
Police Chief (or designee)

\_\_\_\_\_  
Date

**Copies: Police Dept, Applicant**

**Original: File**