

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. 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. The use of a City Park may require approval by City Council. Council meetings are held the second Monday of every month. This application should be turned in at least one week prior to any Council meeting if it is to be acted upon by City Council. Failure to do so will cause a decision by City Council to be delayed by one month.

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: _____

PARK	NON-CITY Fri, Sat, Sun	NON-CITY Mon - Thurs	CITY RESIDENTS Fri, Sat, Sun	CITY RESIDENTS Mon - Thurs
Riverfront Park Phase I (Pavilion Only)	\$225	\$175	\$170	\$95
Brooks Park	\$300	\$200	\$225	\$150
Loomis Lodge	\$225	\$95	\$150	\$75
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

NOTE: If a park or Loomis Lodge is not rented the night before an event, it can be rented at a reduced rate of \$50.00.

NOTE: If holidays, such as Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day fall during the week (Mon – Thurs) they will be rented at the weekend rate.

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 adopted rules for parks and other City property. I have read, understand and agree to abide by and help enforce the rules pertaining to the parks/City property of the City of Newaygo. I also understand that this permit is to document and enforce City Ordinances. It does not constitute an interpretation that activity proposed on City property is permissible under State Law or State Executive Orders. Those using City property will need to seek their own legal counsel to determine what is permissible under State Law or State Executive Orders.

 X

Permitee (applicant)

Date

 X

Witness (City Official)

Date

CITY OF NEWAYGO

PERMIT APPROVAL FORM

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: _____

X _____ Date _____
City Manager (or designee)

X _____ Date _____
Witness

_____ Entered on Facility Calendar Rental Fee _____ Check # _____

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 _____ Date _____
City Manager (or designee)

X _____ Date _____
Police Chief (or designee)

Copies: Police Dept, Applicant Original: File