

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 for the same time period. This application for a permit to use Loomis Lodge, Brooks Park 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 two weeks 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 cash paid to the City of Newaygo (the “City”) is required upon issuance of the permit. Should alcohol be requested, an additional deposit fee of \$300 will be required and an insurance rider as specified below.

- All monies will be refunded in full if the event is cancelled prior to 30 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. You will not receive your deposit if there is any damage or the lodge is not cleaned according to the checklist.
- If the event/function is canceled within 30 days prior to the approved event/function date, no rental or deposit fee 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, an insurance rider is required along with separate authorization from the City. It is possible that this portion of the permit will be denied as alcohol use on City property is considered separately. The insurance rider must be submitted a minimum of 30 days prior to the event or the event will be canceled. See separate sheet for additional information regarding insurance rider. In addition to the regular deposit fee, an additional \$300 deposit fee is required when requesting alcohol at Loomis Lodge.

6. The individual renting Loomis Lodge must be the applicant, provide a copy of driver's license or state id, pay the rental and deposit fees and pick up the key. If alcohol is requested, the person renting Loomis Lodge must have the insurance rider in their name.

7. If alcohol is not requested or approved and the City finds out that alcohol was on site during your event, you will lose your entire deposit fee and will not be allowed to rent City Parks in the future.

8. 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. Please be aware that cameras are in use at Loomis Lodge.

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-RESIDENT Fri, Sat, Sun	NON-RESIDENT Mon - Thurs	CITY RESIDENTS Fri, Sat, Sun	CITY RESIDENTS Mon - Thurs
Brooks Park	\$300	\$200	\$225	\$150
Loomis Lodge	\$500	\$150	\$300	\$100
Loomis Lodge Deposit Fee Non-Alcohol	\$300	\$150	\$300	\$150
Loomis Lodge Additional Deposit Fee for Alcohol	\$300	\$300	\$300	\$300
Shaw Park	\$200	\$100	\$150	\$55
Both Loomis & Shaw	\$600	\$200	\$400	\$150

NOTE: If a park or Loomis Lodge is not rented the night before an event, it can be rented at a reduced rate of \$100.00.

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):

Family Reunion Class Reunion Graduation Party
 Wedding Birthday Party Baby Shower
 Wedding Reception Meeting Other (please explain)
 Anniversary Party Training/seminar _____

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

If yes, for what kinds/types of alcoholic beverages and under what circumstances? Please see separate documents for alcohol use requirements.

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

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

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 certify that I am not renting Loomis Lodge or any other park for a different individual. 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 _____
City Manager (or designee)

_____ Date

X _____
Witness

_____ Date

_____ Entered on Facility Calendar Rental Fee _____ Check # _____

CITY OF NEWAYGO
PERMIT APPROVAL FORM

City Use Only

Alcohol Permit approved? _____ Yes _____ No

Did receive valid insurance rider? _____ Yes _____ No Date received: _____

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

- **Alcoholic beverages shall be consumed only inside of Loomis Lodge. No alcoholic beverages shall be permitted to be consumed or possessed in open containers outside of Loomis Lodge.**
- **No alcoholic beverage shall be provided to or possessed by any person under the age of 21 years old.**
- **No intoxicated individuals shall possess or consume any alcoholic beverage at Loomis Lodge or any City Park premise.**