



City of Plainwell Park Reservation/Special Event Policy

Fees/Refunds

- Park Pavilions (Thurl Cook Park or Kenyon Park), Gazebo (Fannie Pell Park) or Band Shell: \$25 for City residents or business/\$50 for non-residents
- Softball fields (Kenyon Park): \$100 tournament rental, a full-day rental of all three fields
- Special events require a \$5 application fee.
- Additional fees may apply if extra services are needed, such as the delivery of extra picnic tables.
- **Refund policy:** In the event of a cancellation, a full refund will be granted if requested at least seven days prior to the date of the event.

General Park Rules

- **Alcohol is not permitted in City parks** without the express consent of the City Council.
- Parks are open from dawn to dusk. City of Plainwell's "No Trespassing" ordinance will be enforced after the park is closed.
- No motorized vehicles are allowed in City Parks with the exceptions of those areas designated with an appropriate gravel or asphalt driveway or parking lots.
- No person shall fire, discharge, or have in his/her possession any firecracker, rocket, sparkler, or other fireworks, or any substance of an explosive or dangerous nature. Fires are also not permitted.
- Pets shall be kept on a leash no greater than six feet in length and/or under the immediate and continuous control of a competent person. The exception to this rule is those pets using the dog park located at Thurl Cook Park.

Reservation Policies

- The use of designated park facilities (gazebos, shelters, band shell, etc.) must be reserved through City Hall by fulfilling all application requirements, and if necessary, the permission of City Council.
- The City will post a notice at the reservation site prior to the event to indicate that the area has been reserved, but we also recommend bringing a copy of your permit to the event as well. Please note that the reservation only applies to the requested area, ie. a pavilion, and the rest of the park must remain open to the public.
- Everyone in the park or facility, including the applicant and those attending the function, shall comply with all city rules, City Ordinances and all other laws.
- If music is to be a part of an event, noise levels must be maintained at an acceptable level so as to minimize disturbance to residents and other users of the park, and must be turned off by 10:00 p.m.
- Permittees are responsible for cleaning and restoring the site after the event. The cost of any employee overtime incurred because of a permittee's failure to clean and/or restore the site following the event will be borne by the permittee.

Special Considerations

If your group is interested in providing special services such as canopies/tents, caterers, inflatables, port-a-johns or another similar service, you must request permission through City Hall. In addition, you will need to provide a Certificate of Insurance. Tents/canopies or inflatables must list the City of Plainwell as additionally insured and a copy of the insurance must be provided.

Please Send Completed Applications To:

**City of Plainwell
211 N. Main Street
Plainwell, MI 49080
269-685-6821**

Deadlines: Applications and payments must be submitted a minimum of one week prior to the park reservation date or 21 days before the special event (*unless special services are to be offered, then please submit application and proof of insurance two months before event*) and will be approved on a first come, first serve basis based upon availability.



City of Plainwell Park Reservation/Special Event Permit

Permit # _____

Special Events require a \$5.00 application fee.
Applications are processed within 14 days. Once the application has gone through the administrative process the applicant will be notified by phone or email.

Date of application: _____

Applicant Information: City Resident/Business Non-city Resident

Contact Name: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____

Sponsoring Organization/Business: _____

Address: _____

Phone: _____

Nonprofit Profit

Event Information: Date of Event _____

Reservation Start Time: _____ Reservation End Time: _____

Type of Event: _____ Name of Event: _____

Public
 Private Number of People Expected to Attend the Event: _____

Location of event:

Thurl Cook Park Pavilion
 Kenyon Park Pavilion
 Kenyon Park Softball Fields: Number of fields requested: _____
 Fannie Pell Park Gazebo
 Band Shell
 Sherwood Park
 Hicks Park
 Other (please describe): _____

Services Requested (if available at the location):

Electric Extra picnic tables delivered
 Water hookup Extra trash cans delivered

AFFIDAVIT OF APPLICANT (TO BE COMPLETED BY ALL APPLICANTS)

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief and I have read, understand, and agree to abide by the rules and regulations and ordinances of the City of Plainwell. I understand the failure to do so may lead to the cancellation of the event, or the denial of future permit applications.

I understand that I am responsible for cleaning up the park/site after my event and removing all props/items brought in, and that the failure to do so maybe result in being billed for any employee overtime necessary to clean the site.

Signature: _____ Date: _____

<u>Administrative Use Only:</u>	
Fees:	
Park fee: _____	<input type="checkbox"/> Permit approved
Electric: _____	<input type="checkbox"/> Permit # assigned
Picnic Tables: _____	<input type="checkbox"/> Payment taken
Water: _____	<input type="checkbox"/> Event on calendar
Trash: _____	<input type="checkbox"/> Send to DPW
Total: _____	<input type="checkbox"/> Send to DPS
Payment date: _____	
Cash/check# _____/CC	

Special Events/Special Services Only:

Event Details:

Please describe in detail the activities planned:

Is this a fund-raising event? If yes, what is it for? _____

Will participants or spectators be charged an admission fee? YES NO

Will there be alcohol for sale? YES NO

Will there be food for sale? YES NO

Will there be merchandise for sale? YES NO

Will there be a vendor participation fee? YES NO

Do you have insurance? YES NO

Will any items be distributed? YES NO

Will the event be advertised? If so, how? YES NO

Does the event require on-site security? YES NO

Does the event require on-site medical service? YES NO

Does the event require street closure? If so, indicate route YES NO

Do you plan to have sound amplification? YES NO

Is electrical power required (for sound amplification, lighting, etc)? YES NO

If yes, please show items on a site plan and describe how power is to be provided

Portable generator

PGE temporary power service

Other, please describe _____

Are you using local businesses? YES NO

Special Services:

I am requesting permission to provide the following special services* at my event:

Canopy/Tent

Inflatables (please describe): _____

Tables and chairs

Caterer

Alcohol

Other (please specify): _____

*Groups providing special services must complete this form and provide a Certificate of Insurance two months prior to event date. Tents/canopies or inflatables must list the City of Plainwell as additionally insured and a copy of the insurance must be attached with this request.

*Tents/Structures: If you are installing or constructing any structures (tents, stages, etc.) please include a site plan showing these structures. Please describe type, size, and number of structures.

HOLD HARMLESS AGREEMENT

Title of Event: _____ Date of Event: _____

Name of Applicant: _____

Address: _____ Phone: _____

Name of Event Sponsor: _____

Address: _____ Phone: _____

This special event applicant or designee of the sponsoring organization(s) (hereafter called "permittee") agrees to reimburse the City of Plainwell (hereafter called "City") for all loss incurred by it in repairing or replacing damage to City property proximately caused by the permittee, its officers, employee, agents, monitors, or any other persons attending or forming the special event who were, or should have been, under the permittee's control. Persons who merely attend or join in a special event are not considered by that reason alone to be "under the control" of the permittee.

The permittee further agrees to defend without costs, indemnify, and hold harmless the City, its officers, agents, and employees from any liability to any persons, damages, losses, or injuries arising out of or alleged to arise out of the permitted event, which was proximately caused by the actions of the permittee, its officers, employees, agents, including monitors, or any other persons attending or joining in the event who were, or reasonably should have been under the control of the permittee. Persons who merely attend or join in an event are not considered by that reason alone to be "under the control" of the permittee.

I understand and agree to comply with all the terms of the above Hold Harmless Agreement if my application has been approved and all special conditions and required advance payment have been met.

Signature of Permittee(s) _____

Date: _____

Signature of Officer of Sponsoring Organizations: _____

Date: _____

Title: _____

I declare under penalty of perjury that the information provided in this application is correct.

Signature of Applicant: _____ Date: _____