



“The Island City”

# City of Plainwell Park Structure Reservation Application

For private events held in a City of Plainwell park structure

Plainwell City Hall  
211 N. Main Street  
Plainwell, MI 49080  
Phone: 269-685-6821  
Fax: 269-685-7282  
www.plainwell.org

Permit # \_\_\_\_\_

If you would like to rent one of the City of Plainwell park structures, please complete the application form below. Your rental will not be secured until the following items are received and approved by the City:

1. A completed and signed Park Structure Reservation application form
2. Acknowledgement of City of Plainwell park rules and reservation policies
3. Completed hold harmless agreement
4. All rental fees paid in full
5. Liability insurance coverage with City of Plainwell listed as additionally assured, if required for your event

Date of application: \_\_\_\_\_

**Applicant Information:**       City Resident/Business       Non-city Resident

Contact Name: \_\_\_\_\_

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

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

**Sponsoring Organization/Business:** \_\_\_\_\_

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

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

Nonprofit       Profit

**Event Information:**      Date of Event \_\_\_\_\_

Reservation Start Time: \_\_\_\_\_ Reservation End Time: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Number of People Expected to Attend: \_\_\_\_\_

Location of reservation:

- Thurl Cook Park Pavilion (Access from Oak St.)
- Kenyon Park Pavilion (929 Lincoln Parkway)
- Fannie Pell Park Gazebo (211 N. Main Street)
- Band Shell (205 Anderson Street)

Please check the boxes below if your event will include any of the following items:

- Food/catering       Canopies/tents       Sound amplifying equipment
- Port-a-johns       Inflatables\*

\*If your group is interested in having an inflatable, you must provide a Certificate of Insurance listing the City of Plainwell as additionally insured.



The City of Plainwell is an equal opportunity provider and employer.

## Amenities

The following items are included in your rental. Additional items may be available for an extra fee.

Facility	Recommended Capacity (for structure/ surrounding area)	Restrooms	Trash Cans*	Picnic Tables	Park Amenities
Fannie Pell Park Gazebo	25	Yes	4	1	Electric available, in same park as popular kayak launch, Kalamazoo River view
Band Shell	75	No	2	3	Electric available, on the bank of the Kalamazoo River
Thurl Cook Park Pavilion	50	Yes	1	6	Near pickleball courts, dog park, and playground
Kenyon Park Pavilion	50	Yes	2	6	Small play structure, near softball fields, large green space near pavilion

\*Trash cans are available for use; however, the City requests that any trash beyond what easily fits in the trash cans is bagged and removed at the end of the event to help keep the park clean for other residents.

## Fee Schedule

Facility	4-hour rental* City of Plainwell Resident	4-hour rental* Non-City resident
Band Shell	\$25	\$50
Thurl Cook Park Pavilion	\$25	\$50
Kenyon Park Pavilion	\$25	\$50

\*Prices can be doubled for a full-day (8 hour) rental

Facility	2-hour rental City of Plainwell Resident	2-hour rental Non-City Resident
Fannie Pell Park Gazebo	\$50	\$100

## Reservation Policies and Park Rules

1. Reservations must be made at least one week prior to the event, and will be approved on a first come, first serve basis.
2. 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. Refunds will be issues via a paper check mailed within 30 days.
3. The City will post a notice at the reservation site prior to the event to indicate that the area has been reserved, but you should also **bring a copy of your permit to the event** as well. Please note that the reservation only applies to the requested area, i.e. the pavilion, and the rest of **the park must remain open to the public**. If there are any conflicts regarding a reserved space, contact Public Safety at 269-685-9858.
4. **Permittees are responsible for cleaning and restoring the site after the event.** This includes removing all extra trash bags from the reservation site upon completion of 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 invoiced to the applicant on the park reservation.
5. 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.
6. Alcohol is not permitted in City parks.
7. 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.



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## City of Plainwell Hold Harmless Agreement

This reservation 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.
- I understand that the park is a public area and will remain open to the public during my gathering.
- I have read and agree to comply with the City of Plainwell reservation policies and park rules.
- I understand that it is my responsibility to clean the site after the event, including removing extra trash from the area. Failure to comply with this rule may result in being billed for any employee overtime required to clean the park.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### Please Send Completed Applications To:

City of Plainwell  
211 N. Main Street  
Plainwell, MI 49080  
269-685-6821  
Or email to: [contactus@plainwell.org](mailto:contactus@plainwell.org)

#### Administrative Use Only:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Amount paid: \_\_\_\_\_ cash/CC/check # \_\_\_\_\_

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Application approved         | <input type="checkbox"/> Permit # assigned | <input type="checkbox"/> Event on calendar          |
| <input type="checkbox"/> Application scanned & logged | <input type="checkbox"/> Email DPW/DPS     | <input type="checkbox"/> Notice posted before event |



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