



City of Plainwell Park Reservation Policy

Fees/Refunds

- Park Pavilions (Thurl Cook Park or Kenyon Park), Gazebo (Fannie Pell Park), or the Band Shell: \$25 for City residents or business/\$50 for non-residents for a maximum 4-hour rental. (8-hour rental price is doubled)
- Softball fields (Kenyon Park): \$100 tournament rental, a full-day rental of all three fields
- Softball leagues \$50 per week (includes 2 fields, 2 – 3x per week)
- **Additional fees may apply** if extra services are needed:
 - Extra picnic tables (if available): \$10 per table (availability is limited)
 - Electric usage: \$5 for every 4 hours
- 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. Refunds will be issued via a paper check mailed within 30 days.

Reservation Policies

- The use of designated park facilities 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.
- **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.
- 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.
- **Alcohol is not permitted in City parks.**
- 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.

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.

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 and will be approved on a first come, first serve basis based upon availability.



City of Plainwell Park Reservation Application

Permit # _____

Applications are processed within 7 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: _____

Public
 Private Number of People Expected to Attend: _____

Location of reservation:

Thurl Cook Park Pavilion
 Kenyon Park Pavilion
 Kenyon Park Softball Fields: Number of fields requested:____ League Rental #of weeks____
 Fannie Pell Park Gazebo
 Band Shell
 Other (please describe): _____

Services Requested (if available at the location):

Electric Extra picnic tables delivered
 Water hookup

AFFIDAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and I 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 after my event and removing all items brought in, including bagging and removing my own trash, and that the failure to do so maybe result in being billed for any employee overtime necessary to clean the site.

Signature: _____ Date: _____

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.

Signature of Applicant _____ Date: _____

Administrative Use Only:

Fees:

Park fee (25/50): _____

Electric (5): _____

Picnic Tables (10 per): _____

Water: _____

Total: _____

Payment date: _____

Cash/check# _____/CC

- Permit approved
- Permit # assigned
- Payment taken
- Event on calendar
- Email to DPW
- Email to DPS