

# City of Muskegon Picnic Shelter Reservation Application

**Please return your original form to: City of Muskegon, Engineering Department, P.O. Box 536, Muskegon, Michigan 49443-0536.** After being approved, one copy will be returned to the contact person. **All fees and deposits must be paid at time of reservation.** All FEES are due at the time we set your reservation. Reservations are considered on a **First Paid**, received basis. Visit us on the web: [www.shorelinecity.com](http://www.shorelinecity.com) for more information or call **231-724-6707**

RENTAL LOCATION	RENTAL FEE SEPT. 30 <sup>TH</sup> -APRIL 14 <sup>TH</sup>	RENTAL FEE APRIL 15 <sup>TH</sup> – SEPT. 29 <sup>TH</sup>	REFUNDABLE CLEANING DEPOSIT	RESERVATION REVISIONS
Kruse 1-3, Margaret Drake-Elliott, Campbell, Beachwood & Seyferth	\$100.00 Per time session	\$125.00 Per time session	\$50.00	\$15.00 each request
Kruse # 4	\$125.00 Per time session	\$150.00 Per time session	\$50.00	\$15.00 each request
Shelter on Channel	\$50.00 Per time session	\$75.00 Per time session	\$50.00	\$15.00 each request
Grouped tables @ Margaret Drake-Elliott	\$50.00 Per time session	\$75.00 Per time session	\$50.00	\$15.00 each request

Kruse #1/Seats 40

Kruse #2/Seats 40

Kruse #3/Seats 40

Kruse #4/Seats 200

Campbell Field/Seats 60

Beachwood/Seats 30

Seyferth/Seats 60

Shelter on Channel/Seats 24

Margaret Drake Elliott/Seats 80

Uncovered Grouped Tables @ Margaret Drake Elliott (East side of Park)  
(Seats 48)

**\*If you are an organization hosting a public event, a Special Event Application must be filed before we will approve your shelter reservation. Please call 231-724-6702 for more information on Special Events.**

### Available Time Slots for All Shelters

Session times: 9:00am-3:00pm OR 4:00pm-11:00pm (We do not deviate from these set times)

.....

Date of Use: \_\_\_\_\_ Type of Event: \_\_\_\_\_

(Your event must be contained to the shelter, not the surrounding grounds)

Contact Person: \_\_\_\_\_ \*Organization Name: \_\_\_\_\_

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

Best Contact Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

.....

**I have read both sides of this form, and agree that my group and I will abide by all policies and rules contained herein. Thank you for your interest in the City of Muskegon's Parks and Picnic Shelters**

Signature of person assuming responsibility: \_\_\_\_\_

Signature of City office Staff Person

Authorizing Reservation permit: \_\_\_\_\_ Date Reserved: \_\_\_\_\_

Fee received: \_\_\_\_\_ Deposit Amount: \_\_\_\_\_ Total Paid \_\_\_\_\_ By: Check \_\_\_ Cash \_\_\_ CC \_\_\_ Trans. # \_\_\_\_\_

.....

**To assist in payment, we accept: MasterCard, Visa and Discover**

C-Card No: \_\_\_\_\_ Exp. Date: \_\_\_/\_\_\_/\_\_\_ MC  Visa  Discover  3 digit code: \_\_\_\_\_  
(Back of card)

Charge Amount \$ \_\_\_\_\_ Holding Check # For Deposit \_\_\_\_\_ Deposit Refunded On: \_\_\_\_\_

1. All deposits and rental fees are due and payable at the time you set your reservation.
2. Payment can be in form of: two (2) separate checks; one (1) for rental payment, and one (1) for your deposit. If submitting your deposit by check, we will hold the check until your event has been cleared for a refund of deposit. Engineering Department will mail your check to you within 7-10 business days after we receive notice of compliance. If you do not receive your deposit/check back within this time frame, please call Engineering Department at **(231) 724-6707**.
3. Credit Card Payments- If you are paying your rental fee and deposit by credit card; the complete amount will be charged to your card at the time we set your reservation. Upon notice of meeting the requirements of refund, Engineering Department will credit your account in the amount of deposit paid. We will mail your credit to you within 7-10 business days.
4. Cash Payments- When paying your deposit and rental fees by cash, you must return to the Engineering Department for a refund of deposit.

Parks personnel will check with you sometime during your event. Please be sure that you have your rental form with you on the day of your event. Parks staff will go through the check off list with you to ensure that your deposit will be refunded. Park personnel and the renter are required to sign off on the deposit check off list.

**Park Rules and Regulations: Please read carefully. Revised 11/11**

1. Every effort will be made to have shelters ready for your use, but if your reservation is **not** made at least 1 week in advance this cannot be guaranteed. **Please have this form with you to verify your reservation.**
2. **No refunds will be made.**
3. **You are reserving the shelter only, not the surrounding grounds. Your event must be contained to the shelter. Park Staff may ask you to remove any items that are not approved by the City.**
4. **If your event is "Open to the Public" it may be necessary for you to file a Special Event Application.**
5. You must be 18 or older to reserve a facility, and responsible adult supervision must be provided at all times to ensure that the facility and surrounding grounds are utilized in a safe and orderly manner.
6. The park staff has the authority to require persons violating park rules or City ordinances to leave the park. Any violation of park rules or City ordinances may result in loss of reservation, deposit, and prohibition or restriction of future access to park facilities. If you are having music of any type, (i.e.: live/radio/cd), please be respectful of others and keep the noise level down.
7. **NO PERSON SHALL POSSESS OR CONSUME ALCOHOL IN ANY CITY OF MUSKEGON PARK.**
8. All motorized vehicles must be parked in designated parking areas. **BACKING** into diagonal parking spaces is not allowed. Also, we can not guarantee or reserve parking for those guests attending your event.
9. You are responsible for keeping the parks clean by leaving facilities and surrounding grounds free of litter. Patrons must wipe clean the tables and clean spills on the floors. Further fees may be assessed or future access to park facilities prohibited or restricted if the user does not properly care for rental area. With your help, the City will be able to keep rental fees low.
10. Pets must be kept leashed, and must be cleaned up after. A pooper-scooper device must be on the person in control of the dog. **Pets are not allowed on the beach except in the designated "dog beach" area. Violators could be fined under City ordinance.**
11. All advertising shall be limited to identification and/or location of the event. All sales of merchandise or other materials are prohibited unless specific written approval is obtained.
12. The City of Muskegon assumes no responsibility, financially or otherwise, for accidents or injuries sustained by individuals or groups of individuals using any facility.
13. If there are any problems with the facility, **call (231) 724-6707, 9-5 weekdays. After 5:00pm, weekends and holidays, please call (231) 737-2680.**
14. To protect the environment and wildlife, we ask that you do not throw rice or confetti, or release any balloons. You may, if you like, use bubbles or birdseed.
15. **There shall be NO digging or staking in the ground/beach area.** MISS DIG MUST BE contacted five (5) business days in advance. You can reach them at 1-800-482-7171 or 811. We may ask you for your Ticket Confirmation Number.
16. We will not remove or move (picnic tables, etc.) any natural or city maintenance fixtures that have been set in place to protect the parks, beaches, or dunes.
17. Accesses to Power- All of our shelters have regular 110 electrical outlets. Plugging in large wattage items (PA systems, etc), or numerous items may cause for you to blow a breaker. Please contact on-site park personal. Also, there is no access to power on the beach, a generator may be used. The City of Muskegon assumes no responsibility if your electrical items are damaged. Use of surge protected electrical strips is recommended versus extension cords.

**Thank you for your continued use of OUR City of Muskegon's Parks and Picnic Shelters.**

Visit us on the web: [www.shorelinecity.com](http://www.shorelinecity.com)