



**APPLICATION FOR BEACH WEDDING IN/ON CITY PARKS AND BEACHES
IN THE CITY OF MUSKEGON**

FEE: \$125.00

Beach weddings are approved based on a non exclusive agreement for a simple ceremony only, and the wedding is to be limited to a size that best suits the requested location (to include bride, groom, and wedding party). This will help to ensure the ceremony has minimal impact on the environment and passive recreational beach users. The beach is for the use and enjoyment of all, and public access must not be restricted in any way. It is therefore, not appropriate for people considering a large formal wedding. **Please** be aware that the Engineering Department approves many beach weddings throughout the year and several locations have become popular. Therefore, it is important to ensure that the time frame requested is adhered to for the benefit of all and to prevent embarrassing overlaps on this special day. *Please note it must be expected that there could be beach related activities at any of our beaches that my conflict with your event and the City of Muskegon takes no responsibility or liability in this instance.*

Approval is granted for a simple ceremony only. Any associated setting up/take down must be completed within the requested time frame. Once your application has been submitted, staff will determine the availability of the beach and location, and if available, an approval will be sent to you within 7-10 business days.

LOCATION	NUMBER OF GUEST	APPLICATION FEE SEPT. 30 TH -APRIL 14 TH	APPLICATION FEE APRIL 15 TH -SEPT. 29 TH	REVISIONS
*Kruse Park Beach (Includes rental of #4 Shelter)	40 people	\$125.00	\$150.00	\$15.00
Pere Marquette Beach (Open Space)	75 People	\$125.00	\$150.00	\$15.00
Pere Marquette Channel Shelter	24 People	\$50.00+ \$125.00	\$75.00 + \$150.	\$15.00
McGraft Park Lagoon	50 People	\$125.00	\$150.00	\$15.00
Monet Garden	20 People	\$125.00	\$150.00	\$15.00
Hackley Park	N/A	\$125.00	\$150.00	\$15.00

*Kruse Park- Parking is very limited. Applicants should suggest that their guest carpool or arrange for other type of transportation (Bussing, etc.) Parking violators can be ticketed (See Rule 8).

We will not approve any weddings that take place before Memorial Day or after Labor Day.

Restrooms are open at all parks from Memorial Day thru Labor Day.

The following parks are not operated by the City of Muskegon:

- Heritage Landing- Contact Muskegon County Parks at 231.724.6416
- Smith Ryerson- Please Call 231.728-5395
- Heritage Memorial Garden-Contact Muskegon Area First at 231.724.3180
- Olthoff Stage (3rd & Clay St.)- Contact Muskegon Area First at 231.724.3180
- Veterans Memorial Park (Causeway) - Contact Veterans Affairs at 231.724.7143

Please review the Rules and Regulations and sign (Last page)

Date Application Received:

____/____/____

Staff Use Only.



City of Muskegon Engineering Dept.
933 Terrace St/P.O. Box 0536
Muskegon, MI 49443-0536
Phone: (231) 724-6707 ~ Fax: (231) 727-6904

FEE: \$125.00

Please Check the location you would like to use:

- _____ *Pere Marquette Park- Beach St. (Between Coast Guard Station and restaurant)
- _____ *Pere Marquette Gazebo- located on the Channel (Beach St.) (+ \$50.00 Shelter fee)
- _____ *Kruse Park located at the dead end of Sherman Blvd. (between boardwalk and dog beach) This Includes the rental of the large shelter (#4). We will not approve wedding reservations that does not include the rental of the #4 shelter at Kruse Park.
- _____ *McGraft Park Lagoon (Bldg address: 2204 Wickham)
- _____ *Monet Garden (464 W.Clay Ave.)
- _____ *Hackley Park (Muskegon & Third St.)

_____ Please enter a narrowed down location if not listed. It may be necessary to attach a map/drawing of the area in question.

Date of Ceremony: _____ **Number of Expected Guest:** _____
We will not approve any weddings that take place before Memorial Day or after Labor Day.

Available Time Sessions

9:00 am-3:00 pm OR 4:00 pm-11:00 pm (Circle One)

Applicant Name (Bride & Groom) _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Telephone (day): _____ **Mobile No.** _____

E-mail: _____

To assist in payment, we accept: (Please circle type of card) Visa MasterCard Discover

Name On Card: _____ Owners Signature: _____

Account No. _____ Exp. Date ____/____ Three Digit SC _____

For Office Use Only

Date Received _____ Fee Received _____ TRANS. #: _____ Data Entry: _____

Staff: _____ Approved/Denied _____ Notified _____

***Fee changes on April 15th.**

(Location)
For staff use only

(Date)

Park Rules and Regulations: Please read carefully. Revised 1/12

1. Every effort will be made to have shelters (location) ready for your use, but if your reservation is **not** made at least three (3) months 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. (Except for Weddings in/on open space)**
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.

I, _____ have read the rules and regulations of the City of Muskegon Department of Engineering, and agree that my group and I will abide by all policies and rules contained herein.

Signature of Applicant/Person assuming Responsibility

Application Date