

Please review Rules and Regulations and Sign (Last page)



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

Staff Use Only

PERMIT #

Date Received

*FEE: \$150.00 *Fee changes on April 15th. (Permit Valid for 2016 Only)

Applications will be accepted starting February 1st, 2016

We must receive your ORIGINAL APPLICATION. MAIL TO ADDRESS ABOVE OR STOP INTO OUR OFFICE

Please indicate the location you would like to use by placing a X by the requested location:

- *Pere Marquette Park- Beach St. (3510 Channel Dr. /Between Coast Guard Station and restaurant)
720 Sq. ft. of pre-defined space. The City provides MANDATORY fence sections for your use. Applicant is responsible for making arrangements for pickup and return of the fencing in same condition received.
*Pere Marquette Gazebo- located on the Channel (Beach St.) (+ \$50.00 Shelter fee)
*Kruse Park- 3205 W. Sherman Blvd/dead-end. (Between boardwalk and dog beach) Rental of the large shelter (#4) is REQUIRED. Parking is very limited. We suggest guest carpool or arrange for other transportation (Bussing, etc.) The City provides required fence sections (mandatory) for your use. Applicant is responsible for making arrangements for pickup and return of the fencing in the same condition received.
*McGraft Park Lagoon (Bldg. address: 2204 Wickham) Please see McGraft Bldg. Application for Information regarding the McGraft Music Bowl.(Rental of the music bowl is \$45.00 per hour with a min. 2 hr. rental period)

Date & Day of Week of Ceremony: Number of Expected Guest:
(Day of Week--Date) *See Max # Allowed

We will not approve any weddings that take place before Memorial Day or after Labor Day, or major holidays. The City reserves the right to charge additional fees if we find that you have went over your allotted time or guest limit.

Available Time Sessions

9:00 am-3:00 pm OR 4:00 pm-11:00 pm

Beginning Ceremony Time: End Time:

(Please Circle One. We do not deviate from these set time blocks)

Applicant Name (Bride & Groom) /

Address: City: State: Zip:

Best Contact No.): E-Mail:

PLEASE COMPLETE CREDIT/DEBIT CARD INFO ONLY

App Fee PAID BY: Cash Check # C-Card Trans/Approval #: TOTAL APP FEES \$
Date: C-Card Processing Fee Charge = \$ /TOTAL PAID \$

Card Acct. Number DISCOVER MC Visa Exp. Date SC
(Applicant- Please complete Credit/Debit Card Info) (Back of Card)

Name on Card: Billing Address:

*Please return the application portion only (Pg. 1 and Pg. 2- keep the remaining pages for your information. (Pg. 1 of 2)

Park Rules and Regulations: Please read carefully. Revised 1/2016 (Pg. 2 of 2 of application)

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. **FENCING** – An Installation Guide will be provided to you when you pick up the required fencing. You are reserving the 720 sq. feet of beach space only (Fencing provided with rope, is measured to these dimensions) not the surrounding grounds. Your event must be contained to the 720 sq. feet. You can start installation at least 30 feet away from the water's edge. Park Staff may ask you to remove any items that are not approved by the City. **WE/YOU MUST maintain public access to the beach. It is against the law for us to prohibit public access to the beach in any way. Fencing may be picked up one business day prior to your event, and MUST be returned on the first business day AFTER your event. The FENCING can only be installed on the day of your event, and only during your approved time block. **DO NOT LEAVE ANY CITY PROPERTY UNATTEND.** If items are lost/stolen, you will be responsible for reimbursing the City of Muskegon immediately for its cost and employees time to re-manufacture and replace the fence and all other missing city property.**
4. 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. The City of Muskegon assumes no responsibility, financially or otherwise, for accidents or injuries sustained by individuals or groups of individuals using any facility. 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.
5. **IT IS AGAINST THE LAW FOR ANY PERSON TO POSSESS OR CONSUME ALCOHOL IN ANY CITY OF MUSKEGON PARK.**
6. All motorized vehicles must be parked in designated parking areas. **BACKING** into diagonal parking spaces is not allowed. Also, we cannot guarantee or reserve parking for those guests attending your event.
7. You are responsible for keeping the parks clean by leaving facilities and surrounding grounds, beach 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.
8. 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.**
9. 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.
10. 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.** Please **DO NOT** contact the Muskegon Police to have the general public removed from the public beach area. Please contact on-site personal by calling the after-hours number provided above.
11. 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, birdseed, or paper lanterns (Items that do not harm the environment)
12. **There shall be NO digging or staking in the ground/beach area. You are only authorized to use the stakes and pounder that the City provides and only in the pre-designated area. These stakes will only need to be installed approx. 12" (1ft) into the ground/sand.**
13. **TENTS/ARCHES – Pop-Up tents or arches that require no staking may be used. If the arch requires staking, you MAY NOT stake more than 36" (3ft) into the ground to AVOID ANY UNDER GROUND UTILITIES THAT MAY BE IN THE AREA.**
14. 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.
15. **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.
16. **PICTURES IN PUBLIC PARKS/BEACHES-** The City of Muskegon may (may not) decide to use any pictures taken at our public parks for promotional purposes on our website or any related public information regarding our parks and/or weddings. By signing below, you grant the City of Muskegon permission to use these pictures for these purposes. **IF YOU DO NOT** wish for us to use these pictures, **please place your initials here: X _____ ? (Applicant)**
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/Parks, and agree that my group and I will abide by all policies and rules contained herein. We have also reviewed **Policy #18** and have placed my initials where indicated if we do not wish for our pictures to be used for the aforementioned purpose.

Signature of Applicant/Person assuming Responsibility

Application Date

Staff Signature



***APPLICATION FOR BEACH WEDDING IN/ON CITY PARKS AND BEACHES IN THE
CITY OF MUSKEGON for 2016 (Valid for 2016 Only)***

ORIGINAL Applications will be accepted starting on February 1st, 2016

(See Fee Schedule)

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 (Special Events such as organized walks, runs, volleyball tournaments, boat races, etc.) at any of our beaches that may conflict with your event and the City of Muskegon takes no responsibility or liability in this instance. We will try to note any events that we are aware of that may be taking place on the date in question, and note the same on your approval/denial.***

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. ***If not approved***, your payment will NOT be processed. If approved, we will process your payment at that time.

IMPORTANT NOTES

- It is **NOT** required that you obtain a wedding permit. Please remember that are beaches are free and open to the public. But, if you want to ensure that the desired location/date is available for your exclusive use on the day in question, it is recommended that you **RESERVE** your location, which gives you exclusive use of 720 sq. feet of open beach space in the pre-designated area in question. ***If the location/date is not reserved***, it operates on a first come/serve basis.
- **Holidays**- We will **not approve** any weddings that take place ***before*** Memorial Day or ***after*** Labor Day, or on any major summer holidays (4th of July, etc.). Again, that does not mean you can't use the public beach (See above).
- **Restrooms**- Aare open at all parks from Memorial Day thru Labor Day, after Labor Day, Port-a-Jon's are put in place at certain parks in pre-designated areas. Please note that there are no rest-room facilities at Hackley Park. Please consider the needs of your guest.
- We do not except ANY Special Requests. (Reserving of parking spaces, removing chained picnic tables under shelters, etc.)
- *We will not approve any application that is not received at least **14 days in advance**.

FEE SCHEDULE FOR 2016

ORIGINAL Applications will be accepted starting on February 1st, 2016

Applications will be processed in the order that they were received. We do not place any holds on any of our facilities

LOCATION (See Application for location details)	MAXIMUM NUMBER OF GUEST ALLOWED	APPLICATION FEE /IF YOU RESERVE BETWEEN SEPT. 30 TH -APRIL 14 TH	*APPLICATION FEE /IF YOU RESERVE BETWEEN APRIL 15 TH -SEPT. 29 TH (And your event occurs between these dates)	REVISIONS (Only one revision will be considered and it has to be 14 days in advance)
* Kruse Park Beach (Includes renting of #4 Shelter-see below) Beach space is 720 Sq. Ft. in the pre-designated authorized area which is to the left of the dog beach	40 people	\$150.00 =Wedding App Fee)	\$175.00 =Wedding App Fee	\$15.00
* Kruse #4 Shelter Must be rented for ALL Wedding @ Kruse Park	Max Number of guest allowed in Shelter = 200- Max Guest allowed on beach = 40 (See above)	\$125.00 = Shelter Rental Fee Total Fee =\$275.	\$125.00 = Shelter Rental Fee Total Fee =\$300.	\$15.00
Pere Marquette Beach (720 Sq. Ft. of Open Space)	75 People	\$150.00	\$175.00	\$15.00
Pere Marquette Channel Shelter (Sits on the Muskegon Channel	24 People	\$50.00 = Shelter Fee + \$150.00 =Wedding App Fee Total Fee= \$200.	\$50. = Shelter Fee + \$175.00 Wedding App Fee – Total =\$225.	\$15.00
McGraft Park Lagoon	50 People	\$150.00	\$175.00	\$15.00
**Hackley Park	150 people	\$150.00	\$175.00	\$15.00

- **Hackley Park-** Please note that there is a large number of Community/Special Events that take place during our busy summer months. These events will be given first priority. Also, please note that there are no public rest-rooms at Hackley Park. On some occasions, port-a-jons are left in place before/after a community event.

The following parks are NOT operated by the City of Muskegon

- Heritage Landing-** Please contact Pam Homan at the Muskegon County Convention & Visitors Bureau at 231.724.1105 or you can E-mail her at: homanpa@co.muskegon.mi.us **Heritage Memorial Garden (W. Western Ave.)-** Contact Pam Babbitt @ 231.206.3311 or 231.798.1756, or pbabbitt@babbittsonline.com **Olthoff Stage (3rd & Clay St.)-** Contact Downtown Muskegon Now at 231.724.3180 **-Veterans Memorial Park (Causeway) -** Contact Veterans Affairs at 231.724.7143