



# SPECIAL EVENT FORM - 2009

## PAVILION - CAMPGROUND - PARK AREAS

Name: \_\_\_\_\_ Day & Date of Event: \_\_\_\_\_ Number in Group: \_\_\_\_\_  
Please print

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

Telephone: \_\_\_\_\_  
Home Work Cell Fax

Event: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

<p><b>Set-Up Requirements/Equipment Reserved:</b></p> <p><input type="checkbox"/> Vehicle Tally      <input type="checkbox"/> Extra Tables (\$5-20 fee)</p> <p><input type="checkbox"/> Special Time Needs      <input type="checkbox"/> Horseshoes</p> <p><input type="checkbox"/> Special Gate Needs      <input type="checkbox"/> Volleyball</p>	<p><b>Notes:</b></p>
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<i><b>Coldwater Lake Family Park</b></i>	<i><b>Deerfield Nature Park</b></i>	<i><b>Herrick Recreation Area</b></i>
<input type="checkbox"/> Beach Pavilion ..... \$40	<input type="checkbox"/> West Beach Pavilion ..... \$30	<input type="checkbox"/> West Pavilion - Entire Area ..... \$69
<input type="checkbox"/> Hofbauer Pavilion - Entire Area ..... \$69	<input type="checkbox"/> East Beach Pavilion ..... \$30	<input type="checkbox"/> West Pavilion - Half Area ..... \$40
<input type="checkbox"/> Hofbauer Pavilion - Half Area ..... \$40	<input type="checkbox"/> Pond Overlook Pavilion ..... \$30	West or East Half (circle one)
North or South Side (circle one)	<input type="checkbox"/> Fussman Pavilion ..... \$40	<input type="checkbox"/> East Pavilion - Entire Area ..... \$69
<input type="checkbox"/> Lake View Pavilion ..... \$40	<input type="checkbox"/> Covered Bridge ..... \$250*	<input type="checkbox"/> East Pavilion - Half Area ..... \$40
<input type="checkbox"/> Special Use - Please note below ..... TBD	(* includes event vehicle entry)	West or East Half (circle one)
	<input type="checkbox"/> Special Use - Please note above ..... TBD	<input type="checkbox"/> Special Use - Please note above..... TBD

**Pere Marquette Rail Trail**       Special Use - Please note.....TBD

Note: Entry Fee of \$5 per vehicle required (except for Covered Bridge use). See reverse side of form for Pavilion amenities and seating capacities. A \$10 cancellation fee will be charged for a pavilion cancellation. A refundable cleaning fee of \$50 to \$100 may be required for special events.

I have read and agree to abide by the conditions of the REVERSE SIDE of this form. I understand that the number in my group will not exceed the accommodations provided with my pavilion reservation unless prior arrangements are made.

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Driver's License # (required):** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

OFFICE USE ONLY			
<u>Fees</u>	<u>Due</u>	<u>Paid</u>	Equipment Reserved: <input type="checkbox"/> See Back for Additional Notes →
Pavilion Rental	\$ _____	<input type="checkbox"/> _____	<input type="checkbox"/> Volleyball <input type="checkbox"/> Horseshoes <input type="checkbox"/> Tug-A-War Rope
Set-Up Fee	\$ _____	<input type="checkbox"/> _____	<input type="checkbox"/> Additional Tables _____ <input type="checkbox"/> Additional Trash Cans _____
Cleaning Deposit	\$ _____	<input type="checkbox"/> _____	* Moving Tables has a fee ranging from \$5.00-\$20.00
Vehicle Tally Deposit	\$ _____	<input type="checkbox"/> _____	<input type="checkbox"/> Other: _____
	\$ _____	<input type="checkbox"/> _____	<input type="checkbox"/> Vehicle Tally at Gate
TOTAL =	\$ _____	<input type="checkbox"/> _____	<input type="checkbox"/> Copy to Patron <input type="checkbox"/> Original to Notebook <input type="checkbox"/> Copy to Park
<input type="checkbox"/> Fees Waived - Director Initials _____			<input type="checkbox"/> Copy to: _____
			<input type="checkbox"/> Letter/Info Attached
			<input type="checkbox"/> Cleaning Fee: Returned/Note Returned      Date _____      Initials _____
<input type="checkbox"/> Credit Card (circle type)      VISA      MC      Cash      Check#			Date Received _____      Staff Initials _____
Card # _____      Exp. Date _____			<input type="checkbox"/> Entered on Reservation System
<input type="checkbox"/> Cash \$ _____ <input type="checkbox"/> Check # _____			<input type="checkbox"/> Reservation Complete/Receipt Attached      Director Initials _____

		TABLE SIZES			FACILITIES AVAILABLE											MAXIMUM SEATING CAPACITY	
		6' TABLES	8' TABLES	12' TABLES	ELECTRICITY	WATER	FLUSH TOILETS	PIT TOILETS	TABLES / GRILLS	HANDICAP ACCESS	PLAYGROUND	SWIM BEACH	BOAT LAUNCH	HORSESHOES	VOLLEYBALL		FISHING
PAVILION GUIDE																	
COLDWATER LAKE FAMILY PARK	Beach Pavilion			X	X	X	X	X	X	X	X	X	X	X	X	X	60
	Hofbauer Pavilion			X	X	X	X	X	X	X	X	X	X	X	X	X	225
	Lake View Pavilion		X		X	X	X	T	X	X	X	X			X		50
DEERFIELD NATURE PARK	Fussman Pavilion			X		X		X	X			X		X	X	X	50
	West Beach Pavilion	X				X		X	X			X			X	X	24
	East Beach Pavilion	X				X		X	X			X			X	X	24
	Pond Overlook Pavilion	X		X		X		X	X			X		X	X	X	24
HERRICK RECREATION AREA	West Pavilion	X	X	X	X	X	X		X	X	X	X		X	X	X	200
	East Pavilion		X	X	X	X	X		X		X	X		X	X	X	200

**ANY RESERVATION IS SUBJECT TO THE FOLLOWING CONDITIONS:**

- Pavilion Reservations** can be made in advance after December 1st. For those who had a reserved pavilion in the current year may reserve a Pavilion in November for the following year (certain restrictions may apply).
- Reservations** may be made by mail, in person or by telephone. Full payment of Pavilion Fees must be received within 10 days of making reservation or the reservation will automatically be cancelled. Payment is due in full on the day the reservation is made when the reservation is made less than 14 days before the event date.
- Pavilion Refunds** will only be made if the pavilion is reserved by another group. A \$10 administration fee will apply to all refunds.
- Early arrival** at pavilion site (for food preparation - like a Pig Roast) must be pre-arranged with staff at the Parks Main Office.
- Pets** are prohibited from buildings, picnic grounds, beach areas and playgrounds. This is strictly enforced!
- Visitor/Guest** behavior and pavilion use is governed by the *Park Rules Ordinance*, which is posted throughout the park.
- Parking** of all motor vehicles must be in designated parking lots.
- An Isabella County Park Entrance Permit (PEP) is required for entry into each park.** Permits are available at all park gates. Daily Entrance Permits are \$5 per vehicle and Annual Entrance Permits are \$20 for residents and \$30 for non-resident guests. A tally deposit of \$5 per vehicle may be paid for your group prior to the event, if pre-approved by the Director.
- Sports equipment** is available upon request (volleyballs, horseshoes and tug-of-war rope).
- The sale (or distribution) of alcoholic beverages is prohibited!** Individuals of legal age may consume reasonable amounts of alcoholic beverages from their private supply. Kegs, Ponies or any kind of bulk beer or liquor containers may not be brought into any Isabella County park. All beverages (alcoholic or otherwise) must be served in unbreakable containers!
- Amplified music, loudspeaker or public address system usage**, without the written permission of the Director is unlawful!
- A Cleaning Deposit** may be required for pavilion use as determined by the Director. The deposit must be received in accordance with the reservation payment information noted about in item #2. After the event, all, part or none of the Cleaning Deposit will be returned, based on the condition of the pavilion.

NOTES: