



# SPECIAL EVENT FORM - 2012

## PAVILION - CAMPGROUND - PARK AREAS

<b>Office Use Only</b>
Date of Making Reservation _____

Event: \_\_\_\_\_ Day & Date of Event: \_\_\_\_\_

Name: \_\_\_\_\_ Number in Group: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

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

Telephone: \_\_\_\_\_  
Home Work Cell Fax E-Mail

<b>Coldwater Lake Family Park</b>	<b>Deerfield Nature Park</b>	<b>Herrick Recreation Area</b>
<input type="checkbox"/> Beach Pavilion ..... \$50 <input type="checkbox"/> Hofbauer Pavilion ..... \$75 <input type="checkbox"/> Lake View Pavilion ..... \$50 <input type="checkbox"/> Special Use - Please note below. ....TBD	<input type="checkbox"/> West or East Beach Pavilion ..... \$30 <input type="checkbox"/> Pond Overlook.....\$30 <input type="checkbox"/> Fussman Pavilion ..... \$50 <input type="checkbox"/> Covered Bridge ..... \$250 <small>(includes event vehicle entry)</small> <input type="checkbox"/> Disc Golf Course- Please note below . . .TBD <input type="checkbox"/> Special Use - Please note below . . . .TBD	<input type="checkbox"/> West Pavilion - Entire Area ..... \$75 <input type="checkbox"/> East Pavilion - Entire Area ..... \$75 <input type="checkbox"/> Pere Marquette Rail Trail - Please note... TBD <input type="checkbox"/> Special Use - Please note below. ....TBD

<b>Event Requirements:</b> <input type="checkbox"/> Extra Tables (\$5-20 fee) <input type="checkbox"/> Vehicle Tally <input type="checkbox"/> Horseshoes <input type="checkbox"/> Special Time Needs <input type="checkbox"/> Volleyball <input type="checkbox"/> Special Gate Needs <input type="checkbox"/> Tug-A-War Rope <input type="checkbox"/> Discs	<b>Notes:</b>     <input type="checkbox"/> Additional notes on back
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**Entry Fee of \$6 per vehicle required (except for Covered Bridge use). See reverse side of form for Pavilion amenities and seating capacities. Pavilion Refunds will only be made if the pavilion is reserved by another group. A \$15 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			
Fees	Due	Paid	Event Requirements:
Pavilion Rental	\$ _____	<input type="checkbox"/> _____	<input type="checkbox"/> Volleyball <input type="checkbox"/> Horseshoes <input type="checkbox"/> Tug-A-War Rope <input type="checkbox"/> Discs <input type="checkbox"/> Additional Tables _____ <input type="checkbox"/> Additional Trash Cans _____ <input type="checkbox"/> Vehicle Tally at Gate _____ <input type="checkbox"/> Other: _____ <input type="checkbox"/> Copy to Patron <input type="checkbox"/> Original to Notebook <input type="checkbox"/> Copy to Park Gate <input type="checkbox"/> Copy to Park Maintenance: _____ <input type="checkbox"/> Letter/Info Attached <input type="checkbox"/> Cleaning Fee: Returned/Note Returned    Date _____    Initials _____
Set-Up Fee	\$ _____	<input type="checkbox"/> _____	
Cleaning Deposit	\$ _____	<input type="checkbox"/> _____	
Vehicle Tally Deposit	\$ _____	<input type="checkbox"/> _____	
Event Fee	\$ _____	<input type="checkbox"/> _____	
_____	\$ _____	<input type="checkbox"/> _____	
TOTAL =	\$ _____	<input type="checkbox"/> _____	
<input type="checkbox"/> Fees Waived - Director Initials _____			
<input type="checkbox"/> Credit Card (circle type)    VISA    MC    Discover Card # _____ Exp. Date _____		Date Received _____    Staff Initials _____ <input type="checkbox"/> Entered on Reservation System <input type="checkbox"/> Reservation Complete/Receipt Attached    Director Initials _____ <input type="checkbox"/> See Back for Additional Notes →	
<input type="checkbox"/> Cash \$ _____		<input type="checkbox"/> Check # _____	

PAVILION GUIDE		FACILITIES AVAILABLE														MAXIMUM SEATING CAPACITY		
		TABLES			ELECTRICITY	WATER	FLUSH TOILETS	PIT TOILETS	GRILLS	BARRIER FREED	PLAYGROUND	SWIM BEACH	BOAT LAUNCH	HORSESHOES	VOLLEYBALL		FISHING	HIKING TRAILS
		6'	8'	12'														
		TABLES	TABLES	TABLES														
COLDWATER LAKE FAMILY PARK	Beach Pavilion	10			X	X	X	X	2	X	X	X	X	X	X		60	
	Hofbauer Pavilion	2		18	X	X	X	X	4	X	X	X	X	X	X		225	
	Lake View Pavilion		6		X	X	X	X	2	X	X	X	X		X		50	
DEERFIELD NATURE PARK	Fussman Pavilion			4		X		X	2			X		X	X	X	50	
	West Beach Pavilion	4				X		X	2			X			X	X	24	
	East Beach Pavilion	4				X		X	2			X			X	X	24	
	Pond Overlook Pavilion	2		2		X		X	2			X		X	X	X	24	
HERRICK RECREATION AREA	West Pavilion	2		18	X	X	X		4	X	X	X		X	X	X	200	
	East Pavilion	2		18	X	X	X		4		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 \$15 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 \$6 per vehicle and Annual Entrance Permits are \$25 for residents and \$35 for non-resident guests. A tally deposit of \$6 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:**