



# SPECIAL EVENT FORM PAVILION - CAMPGROUND - PARK AREAS

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|--|
| <b>Office Use Only</b>                 |
| Date Making Reservation/Initials _____ |

Day & Date of Event: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Event: \_\_\_\_\_ Name: \_\_\_\_\_ Number in Group: \_\_\_\_\_

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

Telephone: \_\_\_\_\_  
Cell/Home Work 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"/> West or East Beach Pavilion \$30                                      | <input type="checkbox"/> West Pavilion - Entire Area \$75      |
| <input type="checkbox"/> Hofbauer Pavilion \$75              | <input type="checkbox"/> Pond Overlook \$30  | <input type="checkbox"/> East Pavilion - Entire Area \$75      |
| <input type="checkbox"/> Lake View Pavilion \$50             | <input type="checkbox"/> Fussman Pavilion \$50   | <input type="checkbox"/> Pere Marquette Rail Trail TBD         |
| <input type="checkbox"/> Special Use - Please note below TBD | <input type="checkbox"/> Marsh Pavilion \$50   | <small>Please note below</small>                               |
|  | <input type="checkbox"/> Covered Bridge \$250<br><small>(includes event vehicle entry)</small> | <input type="checkbox"/> Special Use - Please note below TBD   |
|  | <input type="checkbox"/> Disc Golf Course- Please note below TBD                               | <b>Note: Herrick Pavilions available 9:30 a.m. - 8:00 p.m.</b> |
|  | <input type="checkbox"/> Special Use - Please note below TBD                                   |  |

**Event Requirements:**

- |  |   |
|--|---|
| <input type="checkbox"/> Extra Tables (\$5-20 fee)<br><input type="checkbox"/> Horseshoes<br><input type="checkbox"/> Coldwater—Hofbauer & Beach<br><input type="checkbox"/> Deerfield—Fussman<br><input type="checkbox"/> Herrick—East & West<br><input type="checkbox"/> Volleyball<br><input type="checkbox"/> Coldwater—Hofbauer & Beach<br><input type="checkbox"/> Deerfield—All Pavilions<br><input type="checkbox"/> Herrick—All Pavilions | <input type="checkbox"/> Tug-A-War Rope<br><input type="checkbox"/> Discs (DNP Only)<br><input type="checkbox"/> Basketball (CLFP Only)<br><input type="checkbox"/> Vehicle Tally<br><input type="checkbox"/> Special Time Needs<br><input type="checkbox"/> Special Gate Needs |
|--|---|

**Notes:**

Additional notes on back

**Process Fee of \$5.00 per reservation. 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 (less \$15 cancellation fee) will only be made if the pavilion is reserved by another group. A refundable cleaning fee of \$50 to \$100 may be required for 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 accommodations provided with my 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 |
| Process Fee  | \$ _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> Additional Tables _____ <input type="checkbox"/> Additional Trash Cans _____  |
| Cleaning Deposit   | \$ _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> Vehicle Tally at Gate _____ <input type="checkbox"/> Other: _____   |
| Vehicle Tally Deposit  | \$ _____ | <input type="checkbox"/> _____ |  |
| Event Fee  | \$ _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> Copy to Patron <input type="checkbox"/> Original to Notebook <input type="checkbox"/> Copy to Park Gate               |
| Process Fee  | \$5.00   | \$5.00                         | <input type="checkbox"/> Copy to Park Maintenance: _____   |
| <b>TOTAL =</b>   | \$ _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> Letter/Info Attached  |
| <input type="checkbox"/> Fees Waived - Director Initials   |          |                                |  |
| <input type="checkbox"/> Credit Card (circle type)    Visa    MC    Discover    AMEX<br>**To pay by Credit Card, please call the Parks Main Office** |          |                                | Date Received _____    Staff Initials _____  |
| <input type="checkbox"/> Cash \$ _____ <input type="checkbox"/> Check # _____  |          |                                | <input type="checkbox"/> Entered on Reservation System   |
|  |          |                                | <input type="checkbox"/> Reservation Complete/Receipt Attached    Director Initials _____  |



| PAVILION GUIDE   |                        | FACILITIES AVAILABLE |           |            |             |               |               |             |        |              |            |            |             |            |            | Pavilion Size | MAXIMUM SEATING CAPACITY |         |               |
|--|------------------------|----------------------|-----------|------------|-------------|---------------|---------------|-------------|--------|--------------|------------|------------|-------------|------------|------------|---------------|--------------------------|---------|---------------|
|  |                        | TABLES               |           |            | ELECTRICITY | RUNNING WATER | FLUSH TOILETS | PIT TOILETS | GRILLS | BARRIER FREE | PLAYGROUND | SWIM BEACH | BOAT LAUNCH | HORSESHOES | VOLLEYBALL |               |                          | FISHING | HIKING TRAILS |
|  |                        | 6' TABLES            | 8' TABLES | 12' TABLES |             |               |               |             |        |              |            |            |             |            |            |               |                          |         |               |
| COLDWATER LAKE FAMILY PARK<br>1703 N. Littlefield Rd.<br>Weidman, MI 48893 | Beach Pavilion         | 10                   |           |            | X           | X             | X             | X           | 2      | X            | X          | X          | X           | X          | X          | X             | 20' X 40'                | 60      |               |
|  | Hofbauer Pavilion      | 2                    |           | 18         | X           | X             | X             | X           | 4      | X            | X          | X          | X           | X          | X          | X             | 40' X 70'                | 200     |               |
|  | Lake View Pavilion     |                      | 6         |            | X           | X             | X             | X           | 2      | X            | X          | X          | X           |            | X          |               | 38' X 28'                | 50      |               |
| DEERFIELD NATURE PARK<br>2425 W. Remus Rd.<br>Mt. Pleasant, MI 48858       | Fussman Pavilion       |                      |           | 4          |             | X             |               | X           | 2      |              |            | X          |             | X          | X          | X             | 20' X 40'                | 45      |               |
|  | Marsh Pavilion         |                      | 8         |            |             |               |               | X           |        |              |            | X          |             |            | X          | X             | 24' x 32'                | 64      |               |
|  | West Beach Pavilion    | 4                    |           |            |             |               |               | X           | 2      |              |            | X          |             | X          | X          | X             | 14' X 18'                | 24      |               |
|  | East Beach Pavilion    | 4                    |           |            |             |               |               | X           | 2      |              |            | X          |             | X          | X          | X             | 14' X 18'                | 24      |               |
|  | Pond Overlook Pavilion | 2                    |           | 2          |             |               |               | X           | 2      |              |            | X          |             | X          | X          | X             | 16' X 24'                | 24      |               |
| HERRICK RECREATION AREA<br>6320 E. Herrick Rd.<br>Clare, MI 48617          | West Pavilion          | 2                    |           | 18         | X           | X             | X             |             | 4      | X            | X          | X          |             | X          | X          | X             | 40' X 70'                | 200     |               |
|  | East Pavilion          | 2                    |           | 18         | X           | X             | X             |             | 4      | X            | X          |            |             | X          | X          | X             | 40' X 70'                | 200     |               |

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

- Pavilion Reservations** can be made in advance after December 1. 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 online, by mail, in person or by telephone. Full payment of Pavilion Fees are due at the time of making your reservation.
- 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) must be pre-arranged with Parks Main Office Staff.
- 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 at the park.
- Parking** of all motor vehicles must be in designated parking lots.
- An Isabella County Park Entrance Permit is required for entry into each park.** 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.
- The sale (or distribution) of alcoholic beverages is prohibited.** Individuals of legal age may consume reasonable amounts of alcoholic beverages from their private supply. 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 with the reservation payment. All, part or none of the Cleaning Deposit will be returned, based on the condition of the park area after the event.
- Confetti** is strictly prohibited within the pavilions.

**NOTES:**