

CITY OF BERKLEY
PARKS AND RECREATION DEPARTMENT

JAYCEE PARK SHELTER RESERVATION POLICY / RENTAL PERMIT

ORGANIZATION AND/OR EVENT _____

APPROXIMATE NUMBER EXPECTED _____

NAME _____ ADDRESS _____

CITY _____ ZIP CODE _____ PHONE _____

DAY OF EVENT PHONE _____ E-MAIL _____

ALTERNATE CONTACT _____ PHONE _____

DATE AND TIME REQUESTED

DATE _____ TIME _____

RESERVATIONS ARE AVAILABLE BETWEEN 9:00 AM AND DARK
APPLICATIONS SHOULD BE MADE AT LEAST 30 DAYS PRIOR TO DATE OF PROPOSED ASSEMBLY
EIGHT 8' PICNIC TABLES ARE PROVIDED FOR JAYCEE PARK SHELTER RENTALS
PERMANENT CHARCOAL GRILLS ARE AVAILABLE
ELECTRICAL OUTLETS AND RESTROOMS ARE NOT AVAILABLE ON SITE

*A \$20.00 non-refundable deposit is required to hold the date.
The total balance is due two weeks prior to the event along with a \$100.00 Security Deposit, made in the form of a separate check. Please make checks payable to the "City of Berkley."*

	<u>Weekdays</u>	<u>Weekends/Holidays</u>
RESIDENT	\$40.00	\$60.00
NON-RESIDENT	\$50.00	\$70.00

RULES AND REGULATIONS

- Solicitation of funds, gambling, and serving alcoholic beverages are not permitted.
- Reservation holder may not assign or transfer a park permit.
- The city reserves first priority to the use of all parks.
- Cancellation may be ordered by the city authorities upon reasonable notice. All reservations are granted with this understanding.
- The applicant accepts full responsibility for any and all damages to city property as a result of the activity, which is over and above ordinary wear!
- Any portable restroom brought to the park must be delivered and picked up on the day of the event.
- The City of Berkley must be named as an additional insured party on the supplier's insurance policy for any amusement type equipment contracted for use in any city park. Certificates of insurance must be received by the City of Berkley one week prior to the event date.
- Animals, such as ponies to provide pony rides for an event are prohibited.

-OVER-

- The City of Berkley shall not be held responsible for any property loss, accidents, or damages incurred by person(s) or group(s) using the park or shelter and is released and the applicant agrees to indemnify the City of Berkley from any and all such claims for damages of any nature.
- The applicant is responsible for the general cleanup of the park and shelter equipment. Trash must be picked up and properly disposed of, and all decorations, signage, personal property and equipment must be removed within the rental time period.
- Recycling specific trash containers are not available on the park premises. Please take all recyclable material, cardboard, plastic, etc. with you and dispose of it in the proper containers.
- No alterations in or to the premises shall be made and no holes shall be made or drilled in any part of the structure for any purpose. No signs shall be nailed, tacked or otherwise affixed to trees.
- Loudspeakers or amplification equipment must be turned off no later than 9:00 p.m. At no time shall loudspeakers and/or amplifiers be at a noise level so as to annoy other park users or residents living near the park.
- Reservation holders must comply with State Law and the Berkley Code of Ordinances.

We/I request the use of a Berkley Municipal Park. We/I hereby state that the above rules have been read and agree to abide by the rules of this agreement.

SIGNATURE

DATE

DO NOT WRITE BELOW THIS LINE - OFFICE USE

APPROVED _____
 REJECTED _____
 DATE _____
 SIGNATURE _____

FEE PAID/PAYMENT TYPE \$ _____
 RECEIPT# _____

DATE \$100 SECURITY DEPOSIT RECEIVED _____ RETURN OR DESTROY