

Park Reservation Application

PLEASE EMAIL APPLICATION and INSURANCE POLICY TO: hwrec@hwmi.org

Today's Date _____

Applicant's Name _____

Group/Organization _____

Address _____

Cell Phone _____ Other Phone _____

Email _____

PARK REQUEST

Burton Park _____ Burton Field _____ *Hassig _____ *Mary Kay Davis _____ Peasley _____ Reynolds _____ *Scotia _____ Val Jones _____

Other _____

Day/Date _____

Time desired (including prep & clean-up time) _____

Type of activity _____

Who will be attending _____ Anticipated attendance _____

Equipment set-up (Provided by applicant. *Approval required*) _____

****If requesting Hassig, MKDavis or Scotia Park, tents must be weighted NOT staked. Violations could result in \$1,000 fine***

PLEASE NOTE:

- **Vendors providing any inflatable device, interactive entertainment or catering food** are required to furnish a Certificate of Liability Insurance with a minimum of \$1,000,000 for Commercial General Liability. Certificate Holder AND additional insured should be listed as City of Huntington Woods, ATTN: Tim Rowland, 26815 Scotia Road, Huntington Woods, MI 48070. *This document must be submitted to hwrec@hwmi.org two weeks after approval of the permit. If not received within the designated time, the vendor request will be denied.*
- **Clean-Up Charge:** The rental party will be billed for any damages and/or excessive clean-up if required.
- **City-sponsored events** have priority usage of the parks over any private rental request.
- **An approved application** is required for all park reservations.
- **A reservation does not entitle the permit holder to exclusive use of the park.**
- **All forms must be submitted and received by HW Parks & Rec to hold your event date.**
- **Any questions?** Please contact hwrec@hwmi.org or 248-541-3030.

Email applicant's Homeowner's Insurance policy (min. \$300,000 liability coverage) to hwrec@hwmi.org with application.

I have received/read a copy of the Park Reservation/Use Policy and will abide by the rules governing the park usage. I further understand that by reserving the park I indemnify and hold the City of Huntington Woods harmless against injury in connection with the stated activity and use of the park. Any misrepresentation on this application is grounds for cancellation of facility use.

Date _____ Signed _____

\$ Donation: 25 50 75 100 150 200 Other _____

Donation will be posted to your household account and can be paid online at registration.hwmi.org.

For office use _____

Authorized by _____

Date _____

Equipment Authorization _____

Donation _____ Insurance Forms Turned in _____ Entered in Computer _____

cc: Parks Dept. _____



Huntington Woods Parks & Recreation
COVID RESTRICTIONS FOR PARK RESERVATIONS

The City of Huntington Woods Park Reservations have been updated based on current Covid protocols as of April 2021. Participants are expected to comply with protocols including self-monitoring of health, wearing a mask, and keeping at least a 6' distance from persons outside their own household. Should there not be self-compliance, the City may be forced to cancel current and future reservations. There is a chance that park reservations may be modified or cancelled due to changing conditions and requirements.

The current executive order in effect is Executive Order 111.

https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-557116--,00.html

- Non-residential gatherings are limited to 300 people.
- As a condition of hosting a gathering under this order, organizers and facilities must design the gathering to encourage and maintain physical distancing, and must ensure that persons not part of the same group maintain 6 feet of distance from one another to the extent possible.
- All persons older than 2 years of age participating in gatherings are required to wear a face mask except when eating or drinking.

With the issuance of this permit, the applicant agrees the park reservation will comply with the Michigan Executive Order governing outdoor events and the conditions as indicated above.

I have read and will abide by the Covid protocols as presented.

DATE _____ SIGNATURE _____