

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 _____