

CITY OF BIG RAPIDS
PUBLIC WORKS DEPARTMENT
226 N. Michigan Avenue
Big Rapids, Michigan 49307
231-592-4015

==== **BAND SHELL RESERVATION/USE FORM** ====
RESERVATIONS REQUIRED APRIL 15 – OCTOBER 15

Please complete all information requested and return to the Public Works Department. Please print clearly. All reservations are subject to the conditions listed on the reverse side of this form.
No refunds will be issued as a result of inclement weather.

Applicant Name (_____) Phone _____

Address City State Zip

Date of Reservation: ____/____/____ Band Shell is reserved from 7:00am to 10:00pm

Type of activity/event (i.e. reunion, wedding): _____ Anticipated group size: _____

Activity Name (name wanted on reservation board): _____

FEE SCHEDULE: Please check one that applies.

Big Rapids City Resident	_____	\$ 80.00
Non-Resident	_____	\$ 100.00
Non-Profit event open to the public	_____	Fully Waived *
Non-Profit		
not open to the public or only		
open to a specific group of public	_____	\$ 50.00

* All waivers are subject to approval by the Recreation Director and may need Park Board approval.

Make checks payable to the City of Big Rapids. Please bring a copy of this reservation form as proof of reservation of facility. If you have any problems during the event you may contact the Department of Public Works at 592-4015 M-F 8am to 5pm, outside those hours contact Public Safety at 796-4811.

Agreement: I have received, read, and agree to abide by all park ordinances, rules and regulations, as well as all conditions contained on this application. The above named individual/firm/ organization releases the City of Big Rapids and its employees from all suits, claims, and actions for damages to persons or property which arises out of the reservation and use of the City facility reserved.

Applicant Signature: _____ Date: _____

If you need electricity for your event you must pick-up the key from the Department of Public Works the day before your event; office hours M-F 8:00am to 5:00pm. **REMINDER: Public Works is not open on weekends, if you need the key on a Sunday you must pick it up on the Friday before your event.**

CERTIFICATE OF INSURANCE

Not Needed Needed and copy made City additional insured

NOTE: During the school year there may be a conflict with activities at the Big Rapids Middle School. Please contact them to ensure that no conflict exists or you may not have any parking spaces. (231-796-2627)

BAND SHELL RESERVATION POLICY

1. Reservations may be made for the year anytime after January 1st. To secure reservation FULL PAYMENT MUST ACCOMPANY APPLICATION FORM; checks are to be made payable to the City of Big Rapids.
2. All applications shall be considered in the chronological order received. A separate application must be submitted for each period of use.
3. Applications must be received in the Public Works office at least seven days (7 days) prior to intended use date. It is recommended reservations be made well in advance.
4. Reservations may be made by mail (with payment) or in person; no telephone reservations accepted. Those interested in reserving may call 592-4015 to check on the availability of the facility.
5. **AFTER THE RESERVATION HAS BEEN MADE AND PAID FOR, NO REFUND OF ANY PORTION OF THE FEE WILL BE MADE FOR ANY REASON UNLESS THE PUBLIC WORKS DEPARTMENT IS ABLE TO RESERVE THE BANDSHELL TO ANOTHER PARTY. NO REFUND WILL BE ISSUED AS A RESULT OF INCLEMENT WEATHER.**
6. You must be 18 years of age to reserve the facility and responsible adult supervision must be provided at all times to insure that the facility and surrounding grounds are utilized in a safe and orderly manner.
7. Events may be subject to approval by the City of Big Rapids Park & Recreation Board and/or City Commission and can be cancelled by the City at any time when it is determined that to do so would be in the best interest of the City.
8. Insurance coverage may be required if warranted by the type of event.
9. The park staff and police department have the authority to ask uncooperative offenders to leave the park. Any violation of park ordinances may result in loss of reservation and future access to park facilities.
10. Alcohol policy: **The consumption or possession of alcoholic beverages is prohibited in and around the bandshell area.**
11. All motorized vehicles must be left in designated parking areas.
12. **YOU ARE RESPONSIBLE FOR KEEPING THE AREA CLEAN. ADDITIONAL FEES MAY BE ASSESSED OR FUTURE USE TO THE FACILITY MAY BE DENIED IF RENTAL AREA IS NOT PROPERLY CARED FOR BY THE RENTER. WITH YOUR HELP, WE WILL BE ABLE TO KEEP RENTAL FEES LOW.**