



**CITY OF LIVONIA**  
**Department of Parks and Recreation**  
**Pavilion Rental Application**



TODAY'S DATE: \_\_\_\_\_ PAVILION RENTAL DATE: \_\_\_\_\_

\*\*Application must be submitted at least 7 days prior to rental date\*\*

**FALSIFICATION OF INFORMATION ON THIS FORM COULD RESULT IN FORFEITURE OF PAVILION RENTAL PERMIT.**

**PAVILION AREAS – CHECK ONE**

Select Pavilion	Pavilion #/Location	# of People	Electricity Available	Bathroom Facilities	*Resident Fee	^Non-Resident Fee
	Rotary Park #1	100-200	Yes	Comfort Station	\$125	\$200
	Rotary Park #2	25-30	Yes	Comfort Station	\$65	\$135
	Rotary Park #3	70-80	Yes	Comfort Station	\$100	\$175
	Rotary Park #4	70-80	Yes	Comfort Station	\$100	\$175
	Rotary Park #5	25-30	No	Comfort Station	\$65	\$135
	Bicentennial Park/Ben Celani	70-80	No	Port-a-John	\$100	\$175
	Stymelski/Veteran's Park	70-80	Yes	Port-a-John	\$100	\$175
	Mies Park	25-30	Yes	Port-a-John	\$65	\$135
	Shelden Park	25-30	No	Port-a-John	\$65	\$135
	Clements Circle Park	25-30	No	Port-a-John	\$65	\$135

**\*Resident:** Organization or responsible party that resides in the city of Livonia

**^Non-Resident:** Responsible party or organization that resides outside the city of Livonia whether they are sponsored by a Livonia resident or not

**A. Name** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone – Day \_\_\_\_\_ Evening \_\_\_\_\_

ORGANIZATION NAME (if applicable) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

**B. TIME OF USE:** Rental Start \_\_\_\_\_ AM PM Rental End \_\_\_\_\_ AM PM

**Pavilion Rental Hours:** May 1 - September 30, 2019 - 9:00 a.m. – 9:00 p.m.

**C. APPROX NUMBER OF PEOPLE IN GROUP:** \_\_\_\_\_

Picnic tables are assigned to picnic areas by group size based on 8 people/table. Additional picnic tables **will not** be provided for groups who exceed the recommended picnic area capacity.

**D. ORGANIZATION AFFLIATION – CHECK ONE IF APPLICABLE:**

\*Company \_\_\_\_\_ \*School \_\_\_\_\_ \*Scouts \_\_\_\_\_  
 \*Civic Association \_\_\_\_\_ \*Church \_\_\_\_\_ \*Fraternal Order/Club \_\_\_\_\_

**\*Certificate of Insurance for Permitted Activities required:** Commercial general liability shall be \$1,000,000 each occurrence and \$2,000,000 aggregate. CITY OF LIVONIA must be listed as "additional insured" on the certificate.

\*\*\*Please complete back page of rental application\*\*\*

E. WILL YOUR GROUP BE **BRINGING**/USING A PORTABLE GRILL DURING YOUR RENTAL?  
YES \_\_\_\_\_ NO \_\_\_\_\_ MAYBE \_\_\_\_\_

F. WILL ANY ALCOHOLIC BEVERAGES BE CONSUMED? (Beer, wine, etc.)  
YES \_\_\_\_\_ NO \_\_\_\_\_  
(If yes, Alcohol Permit **must** be obtained, at no charge, from the Livonia Police Department.)

G. WILL YOU HAVE AN INFLATABLE BOUNCE HOUSE? CATERER? TENTS, TABLES OR CHAIRS?  
YES \_\_\_\_\_ NO \_\_\_\_\_  
(If yes, please fill out the **Special Considerations Form**)

### **DAMAGE & CLEAN-UP AGREEMENT**

Said group agrees to pay City of Livonia for damage to any property caused by said group at said park and said group agrees to pay the City a sum not to exceed **\$50.00** per area used if the area used by said group is not **CLEANED UP** and returned to the condition in which it was found. All food and picnic debris must be removed from tables and picnic area and placed in trash receptacles.

### **RELEASE & HOLD HARMLESS AGREEMENT**

Also, in consideration of being issued a PAVILION PERMIT by the City of Livonia and if applicable, in consideration of being allowed by the City of Livonia to possess and consume beer and/or wine at the above location and date, the undersigned, by this instrument do hereby expressly stipulate and agree to release, discharge, indemnify and forever hold harmless the City of Livonia, its assigns, agents, servants and employees of and from all claims, demands, actions or causes of action now existing or which may hereafter exist by reason of any damage, loss or injury which heretofore has been or which may hereafter be sustained by the said GROUP, ORGANIZATION OR FAMILY in consequence of their participation in any and all activities in connection with issuance of this permit.

This release extends and applies to, and also covers and includes, all unknown, unforeseen, unanticipated and unsuspected injuries, damages, loss and liability, and the consequence thereof, as well as those now disclosed and known to exist. The provisions of any state, federal, local or territorial law or statute providing in substance that releases shall not extend to claims, demands, injuries or damages, which are unknown or are unsuspected to exist at the time to the person executing such release, are hereby expressly waived.

HAVING READ THE ABOVE CONDITIONS AND RECEIVING THE GUIDELINES PERTAINING TO THIS RENTAL, I/WE \_\_\_\_\_ AGREE TO ADHERE TO THE CONDITIONS OF THIS AGREEMENT AND THE PAVILION RENTAL GUIDELINES.

Signature \_\_\_\_\_

Date \_\_\_\_\_



**CITY OF LIVONIA  
Department of Parks and Recreation**

**PAVILION RENTAL GUIDELINES**

**HOURS OF OPERATION**

**Dates:** May 1, 2019 – September 30, 2019

**Hours:** 9:00 a.m. – 9:00 p.m.

**GENERAL PARK/PAVILION RULES AND POLICIES**

1. Full payment for the Pavilion rental is required at the time of reservation and must be completed in person.
2. Tents, portable grills, inflatables and large groups (20+) require permit.
3. Permit only assures use of the specified area of the park and not exclusive use of the park.
4. Permit does not grant access to pool facilities.
5. Picnic tables are assigned to picnic areas by group size based on approximately 8 people per table.
6. Parking must be shared by all park patrons and will be used on a first come, first serve basis.
7. Additional picnic tables will not be provided for groups that exceed the recommended picnic area capacity.
8. Relocation of picnic tables from one area to another is prohibited.
9. The pavilion rental permit must be carried with the permit holder at all times during the event.
10. For a complete list of Park rules, please visit our website at [www.ci.livonia.mi.us](http://www.ci.livonia.mi.us).

**PAVILION LOCATIONS AND FEES**

<b>Pavilion Name &amp; Location</b>	<b># of People</b>	<b>Electricity Available</b>	<b>Bathroom Facilities</b>	<b>*Resident Fee</b>	<b>^Non-Resident Fee</b>
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**ELECTRICITY LOCATIONS**

1. Electric boxes at Rotary Park Pavilions 2, 3, & 4 are located outside the pavilions. You will need a 50-foot extension cord & multi-plug to use the electricity. You may bring more than one extension cord & multi plug.
2. Electric box at Veteran's Park is located on a pole near the sand volleyball court. You will need a 200-foot extension cord & a multi-plug to use the electricity.
3. Electric box at Mies Park is located on a pole between the pavilion & the play set. You will need a 100-foot extension cord along with a multi-plug to use of the electricity.

## **PROHIBITED ITEMS**

1. Parking on any grassy area in is prohibited in any of the City of Livonia Parks.
2. Table glitter and confetti are prohibited in any of the City of Livonia Parks
  - a. A \$50 fee will be charged if you do not clean up balloon remnants, leftover food, tape, staples, etc.
3. **Loud music, disc jockeys, bands, and amplified/loud music is not permitted.**
  - a. **A small radio is allowed, but must be kept at a level to not disturb other park patrons**
4. Dunk tanks, livestock, farm animals, or wild animals are not permitted at any City of Livonia Park or Park Facility.

## **REFUND POLICY**

In the event, you decide not to use the pavilion on your scheduled date, we encourage you to contact the Parks & Recreation Department. No refunds will be given without 3 weeks advanced written notice of cancellation. A \$10.00 PROCESSING FEE will be charged. No Rain Checks will be issued.

## **ALCOHOLIC BEVERAGES**

-Alcoholic beverages, including beer, are prohibited in all public parks, except by permit from the Livonia Police Department.

-IF ALCOHOL WILL BE CONSUMED BY ANYONE IN YOUR GROUP, AN ALCOHOL PERMIT MUST BE OBTAINED FROM THE LIVONIA POLICE DEPARTMENT (NO CHARGE).

**-Permits must be obtained one week in advance of the picnic from Livonia Police Headquarters (15050 Farmington Road, 8:30 a.m. – 4:30 p.m., Monday-Friday).**

**-Your pavilion rental permit must be presented when applying for an alcoholic beverage permit.**

-Alcoholic beverages are not to be consumed at or near ball diamond areas. A Certificate of Insurance for Permitted Activities may be required. See Insurance Requirements for details.

## **SPECIAL CONSIDERATIONS**

**If your group is interested in offering the below services, you will need Departmental approval and a Certificate of Liability Insurance (\$1,000,000) from the company providing these services naming the City of Livonia as additional insured.**

-CANOPIES/TENTS

-CATERERS

-PORT-A-JOHN'S

-INFLATABLE ATTRACTIONS\*

**\*You must supply separate power supply for any inflatable attraction(s)**

Please make your request in writing at LEAST ONE MONTH PRIOR to reservation date by submitting a “**Special Consideration Request**” form. You may mail or fax (734-466-2679) in your form. Upon approval, you will receive a copy for your records. Please send your request to:

Livonia Parks & Recreation  
Attn: Karla Sadler  
15100 Hubbard  
Livonia, MI 48154

## **INSURANCE REQUIREMENTS**

**The following groups must provide a CERTIFICATE OF LIABILITY INSURANCE naming the City of Livonia as additional insured, (\$1,000,000) on the certificate:**

-Churches

-Boy/Girl Scouts or similar groups

-School Groups

-Businesses/Industrial Corporations

-Sports Leagues

-Fraternal Organizations/Clubs

-Class Reunions

-Civic Associations

**Certificates must be submitted at least one month prior to picnic date.**

For further information please call us at 734-466-2900



## Special Consideration Request For Independent Contractors

*\*Form must be completed by party responsible for pavilion rental\**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Rental Date: \_\_\_\_\_

Rental Location: \_\_\_\_\_

**I hereby request permission to have the following for my picnic:**

Canopies/Tents \_\_\_\_\_  
(number & size)

Tables & Chairs \_\_\_\_\_  
(number & size)

Inflatable attractions \_\_\_\_\_

Caterer \_\_\_\_\_

Other \_\_\_\_\_  
(Please be as descriptive as possible)

**A Certificate of Liability Insurance must be submitted by your contractor's insurance agent naming the City of Livonia as additional insured (\$1,000,000) on the certificate to the Livonia Parks & Recreation Department at least one month prior to your picnic (see attached example).**

Name(s) and address(es) of all independent contractors (use back of paper if needed):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Please remember that your contractor must supply their own source of power.**  
Please see the Park Attendant the day of your reservation for placement of your attraction.

**Please return this completed form to the Parks & Recreation Department for approval.**  
Mail: Livonia Parks & Recreation, Attn: Karla Sadler, 15100 Hubbard, Livonia, MI 48154

Fax: 734-466-2679

Phone Number: 734-466-2900

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**Office Use Only**

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Date(s) Certificate Received: \_\_\_\_\_