

City of Huntington Woods - Department of Parks and Recreation
GILLHAM RECREATION CENTER - 26325 SCOTIA ROAD - HUNTINGTON WOODS, MI - 48070
Park Reservation Application

Applicant's Name _____
Group/Organization _____
Address _____
Cell Phone _____ **Other Phone** _____
Email _____

<p>PARK REQUEST Burton____ Hassig____ Mary Kay Davis____ Peasley____ Reynolds____ Scotia____ Val Jones____ Other____ Day/Date_____</p> <p>Time desired (including prep & clean-up time) _____</p> <p>Type of activity_____</p> <p>Who will be attending _____ Anticipated attendance_____</p> <p>Equipment set-up (Provided by applicant. <i>Approval required</i>) _____</p>
--

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 the **Gillham Recreation Center** 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.**
- **Completed application must be submitted in person with donation and personal liability insurance.**

A copy of the applicant's Homeowner's Insurance policy with a minimum of \$300,000 liability coverage is due at the time of application.

<p>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.</p> <p>Date _____ Signed _____</p> <p>Donation: \$ 25 50 75 100 150 200 other_____ Donation due at time of application</p> <p align="center">Please make checks payable to <i>City of Huntington Woods</i></p>

_____ For office use _____

Authorized by _____ Date _____

Equipment Authorization _____

Donation _____ Insurance Forms Turned in _____ Entered in Computer _____ cc: Parks Dept. _____