



City of Parchment Kindleberger Park Wedding Reservation Application

The **Formal Garden** is located at the west end of the park behind the Parchment Community Library. It is a rectangular sunken area surrounded by shrubs and flower beds. A raised gazebo is at the east end. This area can handle up to 200 people. Some thought should be given in scheduling the wedding at a time when the garden is not in full sun. Only the use of free-standing tents is permitted in the Formal Garden. No tents shall be staked due to underground wiring and plumbing. You are responsible for any damage caused by the staking of tents in the Formal Garden. City Ordinance prohibits the placing of signs on public property including trees, utility poles and street lights. Signs are only allowed on private property with prior permission.

The reservation fee is \$100.00 and is non-refundable due to weather conditions. This fee is refundable for City residents. The City resident must be the bride or groom, or the parent of the bride or groom. **There is a \$25.00 cancellation fee.** A three hour block of time is scheduled, allowing one hour before, during, and after the service which includes set-up and decorating time. There are currently no facilities for receptions other than the picnic shelters in the north-east corner of the park which are on a first come, first serve basis. The City of Parchment does not supply chairs, canopies, or arches. In the past, wedding parties have shared the cost of renting these items.

No alcoholic beverages are allowed in the park and there is no parking on the grass which includes all vendors such as chair delivery personnel. Kindleberger Park is a public park and the City of Parchment has the authority and responsibility to set policy for the use of the park, the grounds and equipment. The City of Parchment strives to keep Kindleberger Park in good condition for the public's use. Kindleberger Park, the equipment and grounds is rented on an "as is" basis. We can not be held responsible for vandalism. Any vandalism to the park, grounds or equipment will be corrected in a timely manner by the City of Parchment Department of Public Works.

Date of Wedding: _____ (3 hour) Time Block:

Bride or Groom's Name: _____

Contact Name (if different)

Address:

City/State/Zip:

Telephone: Home _____ Work

Amount received: _____ City Receipt Number:

Is it okay to give your name and telephone number to another wedding party for the purpose of coordinating chairs, decorations, etc? _____

Return this form to: City of Parchment
650 S. Riverview Dr.
Parchment, MI 49004

The reservation is not secured until this form and payment are received at City Hall. The City of Parchment, specifically the City Manager's Office, reserves the right to approve or disapprove any actions, decorations, or sound associated with this event.

Any questions, contact Parchment City Hall at 269-349-3785, Monday through Friday 8:00 AM to 5:00 PM.