

Kindleberger Park Reservation Form

_____ **Sunken Garden/Gazebo** (\$350 non-resident/\$250 resident) (3 hour block)
Includes \$100 refundable deposit

_____ **Stage** (\$450 non-resident/\$300 resident) (3 hour block) *Includes \$100 deposit*

_____ **Picnic Pavilion 1 Upper** (\$100 non-resident, \$50 resident) (4 hour block)

_____ **Picnic Pavilion 2 Upper** (\$100 non-resident, \$50 resident) (4 hour block)

_____ **Picnic Pavilion 3 Upper** (\$100 non-resident, \$50 resident) (4 hour block)

_____ **Picnic Pavilion 4 Lower** (\$100 non-resident, \$50 resident) (4 hour block)

_____ **Picnic Pavilion 5 Lower** (\$100 non-resident, \$50 resident) (4 hour block)

Name: _____ Phone: _____

Address: _____

Email: _____ Alternate Phone: _____

Date of Event: _____ Time: _____

Type of event: _____

Approximate number of attendees: _____

Will there be music as part of your event? _____

Name of DJ, musical performer, sound technician: _____

Decorations, rental chairs/tents/tables? Describe: _____

Name & address for deposit return: _____

Signature

Date

This reservation form is your receipt, confirming your reserved area. Should you experience any problem during your event, please contact the Kalamazoo Township Police Department at 269-488-8911.

FOR INTERNAL OFFICE USE:

Application received by: _____ Date: _____

Payment amount received: _____ Receipt # _____

Check # _____ Cash _____ Credit _____

APPROVAL

Signature

Date

Kindleberger Park Information

Rules

- Change of dates or times must be made in person.
- Reservations are not held until this form, payment, and deposit (if applicable) is received in full.
- Alcoholic beverages are not allowed.
- Inflatable play equipment is not allowed.
- Noise levels must be maintained at an acceptable level to minimize disturbance to residents and other users of the park.
- Parking is prohibited on any grassy area. Violators will be ticketed.
- Pets are allowed in the park. Owners must clean-up after pets.
- Reservations are only available during normal park hours (dawn to dusk).
- Events at the Stage may utilize the sound system only with pre-approved sound technician.

Decorations

- Decorations are allowed but nothing may be affixed to trees, utility light poles, or gazebo. All decorations must be removed after the event.
- Artificial flower petals are not allowed in the gazebo area.
- Directional signs are allowed provided they are not placed more than one hour before an event and are removed immediately following.
- Tents and canopies are allowed but may not be staked into the ground.
- The City does not provide tables, chairs, tents or any other amenity used for an event. Rental items are allowed.

Fees

- \$100 deposit is required for Sunken Garden/Gazebo and Stage areas and will be refunded within 30 days after the event if area is clean and left in proper condition. Additional costs will be incurred if park property is damaged.
- \$25 cancellation fee if done more than one week before the event.
- \$100 cancellation fee if done one week or less before the event.
- \$35 insufficient funds fee will be charged for bounced checks.

The City retains the right to deny use of the park for events that may be deemed to cause conflict with other uses of the park or present a nuisance to surrounding residential areas. By submitting this reservation form, reserving party acknowledges that the City has no liability for property loss or injury resulting from use of the park.