

# Kindleberger Park Reservation Form

\_\_\_\_\_ **Sunken Garden/Gazebo** (\$250 non-resident/\$150 resident) (3 hour block)  
*\$100 deposit required*

\_\_\_\_\_ **Stage** (\$350 non-resident/\$200 resident) (3 hour block) *\$100 deposit required*

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

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

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

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

\_\_\_\_\_ **Picnic Pavilion 5** (\$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.*

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**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.
- No alcoholic beverages 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.
- 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.

KINDLEBERGER PARK  
 CITY OF PARCHEMENT, KALAMAZOO COUNTY, MICHIGAN

