

# Kindleberger Park Reservation Form

Area of park to be reserved:

- Sunken Gardens/Gazebo (\$200 non-resident/\$100 resident)(3-hour block)  
(\$100 deposit required)
- Stage (\$300 non-resident/\$150 resident)(3-hour block)(\$100 deposit required)
- Lower Softball Field (\$25 non-resident, \$10 resident)(only available after 7/31)
- Tennis Court 1 (\$25 non-resident, \$10 resident)(1-hour period)
- Tennis Court 2 (\$25 non-resident, \$10 resident)(1-hour period)
- Picnic Pavilion 1 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 2 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 3 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 4 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 5 (\$100 non-resident/\$50 resident for 4-hour block)

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

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

Email: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_

How many attendees do you anticipate at your event? \_\_\_\_\_

Will there be music as part of your event? \_\_\_\_\_

Name of DJ, Musical Performer, Sound Technician: \_\_\_\_\_

Will there be decorations, rental chairs/tents/tables: \_\_\_\_\_

*\*See park rules on reverse side*

\_\_\_\_\_  
Signature Date

**FOR INTERNAL OFFICE USE:**

Application received by: \_\_\_\_\_ Date: \_\_\_\_\_

Payment Received: \_\_\_\_\_ Receipt # \_\_\_\_\_

**APPROVAL**

\_\_\_\_\_  
Signature Date

## Kindleberger Park Event Rules

- Cancellation fee of \$25 if done prior to one week before the event; \$100 cancellation fee if cancelled within one week of event.
- Change of dates must be done in person.
- Reservations are not secure until this form and payment is received in full.
- A cleanup deposit of \$100 is required for use of the Sunken Gardens/Gazebo and Stage at the time of reservation, and will be refunded after the event if area is cleaned and left in proper condition. Additional costs may be incurred if park property is damaged.
- Decorations for an event are allowed, but at no time should decorations, signs or other items be affixed to trees or utility light poles. Directional signs for an event are allowed provided they are not placed more than one hour before an event and are removed immediately following.
- If music is to be a part of an event, noise levels must be maintained at an acceptable level so as to minimize disturbance to residents and other users of the park.
- Parking is prohibited in any grassy area of the park. Violators will be ticketed by Kalamazoo Township Police.
- No alcoholic beverages are allowed in the park.
- Events at the Stage may utilize the Stage sound system only with a pre-approved sound technician.
- Pets are allowed in the park, but owners must clean-up after pets.
- 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.
- The City does not provide tables, chairs, tents or any other amenity used for an event.
- 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.
- A fee of \$35 will be charged for rental fee checks returned for non-sufficient funds.
- Reservations are only available during normal park hours (dawn to dusk).

This Kindleberger Park Reservation Form is your receipt, confirming your reserved area of the park which has been checked. Should you experience any problem during your event, please contact the Kalamazoo Township Police Department at 269-349-5921.