



PARK FACILITIES USE PERMIT APPLICATION

**** THIS FORM BECOMES YOUR USE PERMIT ONCE APPROVALS ARE GRANTED. ****
PERMIT MUST BE WITH THE ORGANIZERS THE DAY OF THE EVENT.

1. PARK HOURS IMPORTANT INFORMATION

PARK OPENS: **8:00am DAILY.** (May 1st - Oct. 29th)
PARK CLOSES: MAY – JULY: 8:30pm
AUGUST: 8:00pm
SEPTEMBER: 7:30pm
OCTOBER: 6:30pm

1. RESERVED AREAS BEGIN NO SOONER THAN 8:00 A.M.
2. AREAS MUST BE **VACATED ½ HOUR BEFORE CLOSING TIME.**
3. APPLICATIONS **ACCEPTED UP TO – 2 WEEKS FROM REQUESTED DATE, TO BE DETERMINED BY PARKS MANAGER.**
4. RESIDENTS MUST SHOW PHOTO ID – Proof of Residency.
5. **Reserving for parties OTHER than yourself FORFEITS ALL FEES.**

2. APPLICANT INFORMATION

CONTACT PERSON: _____ **EVENT PURPOSE:** _____
DATE(S) REQUESTED: _____ **ADDRESS:** _____
TIMES REQUESTED: (See Above) _____ **CITY:** _____ **ZIP:** _____
(Including Setup / Cleanup)
ESTIMATED ATTENDANCE: _____ (See Section #7) **ORGANIZATION:** _____
CONTACT PHONE #: _____ **EMAIL:** _____

3. REQUESTED FACILITIES (CHECK ALL THAT APPLY)

- | | |
|---|---|
| <input type="checkbox"/> PAVILION – #1 (near – Woods) | <input type="checkbox"/> SOFTBALL FIELD #1 - RECOR (EAST, by M-29) |
| <input type="checkbox"/> PAVILION – #2 (near – Kid-E-Scape) | <input type="checkbox"/> SOFTBALL FIELD #2 - RECOR (WEST field) |
| <input type="checkbox"/> PAVILION – #3 (near – Softball Fields) | <input type="checkbox"/> BASEBALL FIELD #1 - M-29 (EAST, by Pavilion 3) |
| <input type="checkbox"/> PAVILION – #4 (near – M-29 Entrance) | <input type="checkbox"/> BASEBALL FIELD #2 - M-29 (WEST field) |
| <input type="checkbox"/> OTHER AREAS: (list*) _____ | <input type="checkbox"/> SOCCER FIELD(S) (Goals Not Provided) |

(*Do Not include "Non-Reservable" Areas as listed below)

TYPE OF EVENT: PRIVATE PARTY TOURNAMENT CAMP / CLINIC RUN / WALK OTHER (*describe below*)

* _____
NOTE: (Park Manager reserves the right to determine if additional facility space is required depending upon type of event)

4. NON-RESERVABLE Park Areas / Activities

- **VOLLEYBALL:** (Near Pavilion #2)
- **PICKLE BALL:** (Near Pavilion #1)
- **DISC GOLF:** (Tee-1, located West end of M-29 Parking Lot)
- **OTHER AREAS:** Dog Park, Sled Hill, Playgrounds, Fishing areas, Kayak/ Canoe Launch.
- **CORNHOLE:** (Near Pavilion 1 & 2)
- **BASKETBALL:** (Near Pavilion 2 & 4)
- **BRIDGES:** Bridges on the paved Bridge to Bay Trail

These areas are always available and free for use by the public, making them Non-Reservable.

*** Please BRING YOUR OWN EQUIPMENT (Gear / Balls / Bags / Discs, etc.) to enjoy these free activities!! ***

Additional areas Not Included on the Non-Reservable list may be requested and reviewed.

5. PARK MANAGER USE ONLY – Permit Approval / Denial – (APPLICANT TO REVIEW)

COMMENTS: _____

All Reservation Inquiries Contact: park@eastchinatownship.org

PERMIT APPROVED: **PARKS MANAGER:** _____ **DATE:** _____

PERMIT DENIED: **REASON:** _____ **INITIAL:** _____ **DATE:** _____

6. ADDITIONAL *IMPORTANT* APPLICATION INFORMATION

- 1) ***Applicants Acquiring Usage Permit(s) for parties (Individuals or Groups) OTHER than themselves – ** VOIDS RESERVATION & FORFEITS DEPOSIT / USAGE FEES. ****
- 2) Applicant must be 21 years or older to redeem Park Usage Permit.
- 3) **DATES: No Dates are Held without FULL PAYMENT and a Signed Permit by the Park Manager. INCOMPLETE APPLICATIONS will not be accepted.** Applicant must return to complete forms, while completed forms are given priority for dates requested.
- 4) **DEPOSITS:** A \$100 Security Deposit is collected / held for each pavilion reservation.
 - o Deposit Amount may vary for Special Events. (To be determined by Parks Commission)
- 5) **Additional fees for "Special Events" may be assessed** and determined by the Park Manager.
 - o Special Event rates begin at \$100 per Pavilion. Price varies for additional areas requested.
- 6) **Security Deposit** forfeited if event is not completed / cleaned up by **½ before Park Closing Time** (or other per Park Manager)
- 7) The \$15 Non-Refundable Application Fee is PER APPLICATION – **NOT PER PAVILION.**
- 8) **Use fee is refundable if reservations are cancelled 30 days or more prior to the reservation date.**
- 9) **USE FEE IS NOT REFUNDABLE DUE TO INCLEMENT WEATHER or NO SHOWS**
- 10) **Large groups may be required to reserve multiple pavilions due to parking availability / pavilion space.**
- 11) Reservations are for a **specific area of the park.** Park users may enjoy other areas of the park.

7. USE FEES / SECURITY DEPOSITS

EAST CHINA RESIDENT RATE: \$65 + DEPOSIT

- \$50 PER PAVILION
- \$15 NON-REFUNDABLE APPLICATION FEE = \$65
- \$100 PER PAVILION SECURITY DEPOSIT

NON-RESIDENT RATE: \$90 + DEPOSIT

- \$75 PER PAVILION
- \$15 NON-REFUNDABLE APPLICATION FEE = \$90
- \$100 PER PAVILION SECURITY DEPOSIT

BALL FIELD DAY USE FEE: \$25 / Team (League / Season Rates, complete the Field Use Application Form)

GROUPS EXPECTING 75+ ATTENDANCE: \$100/ Pavilion. (Additional Pavilion Rentals may be required)

NOTE - Contact Park Manager to assign appropriate fees/space required prior to application submittal.

SUBMIT PAYMENT AS FOLLOWS:

- ✓ **1 payment for RESERVATION FEES + APPLICATION FEE + DEPOSIT. (CASH, CHECK, CHARGE ACCEPTED)**
 - o ***NOTE*** Each pavilion requires a \$100 Security Deposit.

8. ~~~~~ OFFICE USE ONLY ~~~~~

APPLICATION RECEIVED BY: _____ DATE: _____

RESIDENT FEES APPLY? YES NO PROOF OF RESIDENCY PROVIDED: _____

PAVILIONS	PAVILION #1	PAVILION #2	PAVILION #3	PAVILION #4	TOTAL
RESIDENT Rental Fee--	\$50	\$50	\$50	\$50	\$
NON-RESIDENT Rental Fee --	\$75	\$75	\$75	\$75	\$
SPECIAL EVENT Rental Fee --	\$100	\$100	\$100	\$100	\$
SPECIAL EVENT CUSTOM Rental Fee --	\$	\$	\$	\$	\$
BALL DIAMONDS	SB FIELD#1	SB FIELD #2	HB FIELD #1	HB FIELD #2	
BALL DIAMOND DAY Rental Fee --	\$25	\$25	\$25	\$25	\$
SOCCKER FIELDS	FIELDS #1 (South of Pavilion #4)	FIELDS #2 (Southeast of Restrooms)	FIELDS #3 (Southeast of Garage)	FIELDS #4 (End of Driveway)	
SOCCKER FIELD DAY Rental Fee --	\$25	\$25	\$25	\$25	\$

DEPOSIT #1	\$ AMOUNT	PAVILION # 1
DEPOSIT #2	\$ AMOUNT	PAVILION # 2
DEPOSIT #3	\$ AMOUNT	PAVILION # 3
DEPOSIT #4	\$ AMOUNT	PAVILION # 4

TOTAL FEES PAID BY:

CASH CHECK CHARGE

CHECK # _____

RENTAL TOTAL	\$
APPLICATION FEE	\$ 15
TOTAL FEE'S COLLECTED:	\$

9. REQUIRED EVENT INFORMATION – MUST BE COMPLETED BY APPLICANT

~ All event equipment must be removed from grounds before the park closes ~

These items are your responsibility and could be subject to loss or theft if left unattended.

PLEASE REPORT ALL VANDALISM/ INAPPROPRIATE BEHAVIOR to Parks Staff or contact St. Clair County Sheriff Central Dispatch: 810-985-8115



- This Symbol indicates a Placement Code or SITE MAP is REQUIRED



- This Symbol indicates GENERATOR POWER is REQUIRED

Please Circle Below

ALL EQUIPMENT & PLACEMENT REQUIRE PARK MANAGERS APPROVAL

Applicant must provide Site Map/ Location with request(s) Listed Below.

Y N
PLACEMENT CODE(S):

1. **TENTS:** HOW MANY? _____ SIZES? _____



~ Include PLACEMENT CODE from Site Map of Pre-Approved Tent Locations ~

(Online site map location) https://www.eastchinatownship.org/parks/reservation_forms.php#YnLkCZ7MLiB

(Location may NOT allow for vehicle to deliver to setup area. Plan an alternative solution/ dolly cart for setup)

INSTALLED BY: PERMIT HOLDER HIRED COMPANY

Company Name: _____ Contact Person: _____

Telephone #: _____

Y N

2. **ADDITIONAL TABLES / CHAIRS** bringing in. ABOUT HOW MANY? _____

Tables in Pavilions are available for use. Tables will not be relocated from other areas of the park.

Y N

3. **ADDITIONAL CHARCOAL GRILLS** bringing in. ABOUT HOW MANY? _____

~ GAS / PROPANE GRILLS ARE PROHIBITED IN EAST CHINA PARKS (Unless used by licensed caterer) ~

Y N

4. **SOUND EQUIPMENT** (Loud-Speakers, Bands, Bluetooth's, etc.).



~ YOU MUST PROVIDE GENERATOR POWER FOR HIGHER AMPERAGE / WATTAGE EQUIPMENT ~

(Location may NOT allow for vehicle to deliver to setup area. Plan an alternative solution/ dolly cart for setup)

INSTALLED BY: PERMIT HOLDER HIRED COMPANY

DESCRIPTION OF EQUIPMENT: _____

Company Name: _____ Contact Person: _____

Telephone #: _____

Y N

5. **STAGES** ~ Applicant must provide a Site Map with requested location ~



~ YOU MUST PROVIDE GENERATOR POWER FOR EQUIPMENT (sound/video equip.) ~

(Final Placement Determined by Park Manager)

INSTALLED BY: PERMIT HOLDER HIRED COMPANY

Company Name: _____ Contact Person: _____

Telephone #: _____

Y N

6. **WILL THERE BE A COURSE LAYOUT?** ~ Indicate Course layout on a site map ~



If you request assistance defining or creating your course additional charges will be assessed.

~ Rates determined per Request ~ (See Page #5 – Rule #13 for additional information)

Y N







7. **ADDITIONAL PARKING AREAS REQUESTED?** ~ Indicate on a site map ~



* Event Organizers are responsible for marking designated parking areas i.e., Barricades, Snow Fencing, Safety Cones etc. for use during their event.

*Only when deemed necessary by Parks Manager. Requests must be in advance and approved by Parks Manager.

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Y N	8. <u>DUMPSTERS:</u> Arranged/ rented by event organizer (<i>Placement Determined by Parks Manager</i>)
Y N	9. <u>IS ALCOHOL BEING SERVED?</u> ~ See Regulations on PAGE #5 – RULE #14 ~
Y N	10. <u>OTHER AREA (S) REQUESTED</u> – In addition to the Pavilion (ex. Open fields etc.).  ~ See NON-RESERVABLE PARK AREAS Page #1 Section #4 ~ (Please use another paper if necessary) DESCRIBE: _____
Y N PLACEMENT CODE(S): _____ _____ _____ _____ _____	11. <u>INFLATABLES:</u> (Bounce house, slides, etc.) HOW MANY? _____    ~ Include PLACEMENT CODE from Site Map of Pre-Approved Tent Locations ~ (Online site map location) https://www.eastchinatownship.org/parks/reservation_forms.php#YnLkCZ7MLiB (Location may NOT allow for vehicle to deliver to setup area. Plan an alternative solution/ dolly cart for setup) ~ YOU MUST PROVIDE GENERATOR POWER ~ (Electricity will not be provided to run these) - <u>Set-up must be DAY OF EVENT</u> - <u>NO WATER SLIDES, SLIP 'N' SLIDES, DUNK TANKS, etc.</u> (Requiring continuous water) INSTALLED BY: <input type="checkbox"/> PERMIT HOLDER <input type="checkbox"/> HIRED COMPANY Company Name: _____ Contact Person: _____ Telephone #: _____
Y N	12. <u>"PORTA POTTIES":</u> HOW MANY? _____ ~ <i>Indicate on a site map</i> ~  (Location may NOT allow for vehicle to deliver to setup area. Plan an alternative solution/ dolly cart for setup) (<i>Final Placement Determined by Parks Manager</i>) INSTALLED BY: <input type="checkbox"/> PERMIT HOLDER <input type="checkbox"/> HIRED COMPANY Company Name: _____ Contact Person: _____ Telephone #: _____
Y N	13. <u>WILL CATERED FOOD BE ON SITE?</u> FOOD TRUCK: <input type="checkbox"/> HOW MANY? _____ CATERER: <input type="checkbox"/> HOW MANY? _____ (Location may NOT allow for vehicle to deliver to setup area. Plan an alternative solution/ dolly cart for setup) ~ FOOD TRUCKS / CATERING VEHICLES ARE TO REMAIN IN PARKING LOT ONLY ~ (Special Circumstances may be approved by Park Manager / Parks Commission) Company Name: _____ Contact Person: _____ Telephone #: _____
Y N	14. <u>CONCESSION SET UPS?</u> <input type="checkbox"/> Profit <input type="checkbox"/> Non-profit ~ <i>Indicate on a site map</i> ~  (Please use another paper if necessary) DESCRIBE: _____ LIST ALL ITEMS TO BE SOLD/DISTRIBUTED: _____
15. <u>OTHER ACTIVITIES / REQUESTS OR ITEMS YOU INTEND TO BRING?</u> Ex. Popcorn/ Cotton Candy Machines, etc.	

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11. EVENT SETUP/ CLEANUP RESPONSIBILITIES – REQUIRES APPLICANT SIGNATURE:

PAVILION CURTAINS:

(Pavilions 1 & 2 Only)

- Employees will ask parties during event setup which curtains they would like down.
- Curtains will be left in place until the end of the event.
- Employees will return after the event to raise the curtains up.
- Curtain tools/ tiedowns may be requested at the beginning of event by the event organizer to be left for their use and must be returned to park employee prior to vacating the premises.

EVENT SETUP:

- **Renter is responsible for organizing event staff to help set up their event.**
- Park Employees are NOT permitted to assist in transporting event items (Food, decorations, etc.)
- **Park Employees are NOT permitted to assist in setup of privately organized events.** (Employees may assist with Township organized events)
- Special requests may be made in advance through Parks Manager, additional fees may apply. Persons with disabilities needing assistance, please contact Parks Manager prior to event.

PICNIC TABLES:

- **It is Renter’s obligation to rearrange/ move tables as they see fit.**
- **Additional tables will not be relocated from other areas of the park.**
- Park employees will not rearrange tables for rentals.
- **Picnic Tables are to be returned to their original placement at the end of Events.**

TRASH RECEPTACLES/ GARBAGE BAGS:

- **Renters are required to pull their bags of trash from receptacles, tie them off, and set them outside of the pavilion for the park staff to remove AFTER the event is over** or in their travels.
- Employees will not empty trash receptacles throughout renter’s events.
- **During event cleanup, Renter should be certain receptacles are all emptied.**
- Additional bags are provided in the bottom of each receptacle for the renter to replace the liner afterwards or if they require another liner during their event.

GRILLS:

Grills are to be emptied into ash bin at the end of the event.

VEHICLES:

- **Vehicles are not permitted on park grounds (Grass Areas/ Bike Paths, etc.). They are required to remain in Parking Areas Only.**
- Wagons/ carts are recommended to transport items to pavilions/ rented spaces.
- Park Manager may authorize vehicles on grounds IF requested in advance and ONLY if grounds are stable/ dry enough to support vehicle weight without requiring ground restoration. (i.e., “Special Events” requiring setup in open spaces, bounce house deliveries, etc.)
- **Blocking off parking spaces / placing barricades / cones is prohibited unless required/ permitted by Park Manager.**

Failure to comply with any of the above can/will result in forfeiture of deposit.

If Executive or Emergency Order requires adherence to social health and welfare guidelines during your event, Face Masks must be worn in the Public Bathrooms in the East China Parks

Signature: 

Date: 

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