

City of Escanaba RESERVATION APPLICATION

LUDINGTON PARK PAVILION and OTHER PARK FACILITIES

Facility Requested:

- ☐ Ludington Pavilion ☐ Besse Pavilion ☐ Bandshell ☐ Gazebo
- ☐ Ballfield
- ☐ Courts—(specify _____)
- ☐ Other Picnic or Gathering Areas—(specify _____)

Date(s) of Requested Reservation:

_____/_____/_____
Day of Week: Month Date Year Time of Day: From To

Name of Individual, Organization, or Group Requesting Reservation:

Name: _____ Phone #: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Purpose of the Event: *i.e.*, block party, company picnic, family reunion, etc.

Approximate # of people expected to attend: _____

If applicable, can your organization/group provide for liability insurance coverage?

☐ Yes ☐ No

Important: Each organization / group is required to clean-up all trash / litter at the conclusion of your activity. Can your organization / group voluntarily remove from the park trash and litter generated by your activity?

☐ Yes ☐ No

Note: Some organizations or groups may be requested to provide certification of liability insurance for their event. If required, the group will be asked to provide a CERTIFICATE OF INSURANCE stating minimum coverage of \$300,000 single limit, \$500,000 combined and \$50,000 property damage. The City of Escanaba shall be named as "additional insured" upon the certificate. Reservation rates effective August 14, 2012.

Reservation Fees (*check applicable box*):

Ludington Park Pavilion 1/2 day ☐ \$75 (resident) ☐ \$100 (non-resident)
Ludington Park Pavilion full day ☐ \$100 (resident) ☐ \$125 (non-resident)
Ludington Park Bandshell 1/2 day ☐ \$75 (resident) ☐ \$100 (non-resident)
Ludington Park Bandshell full day ☐ \$100 (resident) ☐ \$125 (non-resident)
Ludington Park Gazebo ☐ \$50 p/2 hour block (res) ☐ \$75 p/2 hour block (non-resident)
Other Picnic or Gathering Areas ☐ \$35 p/day
John D. Besse Park Pavilion 1/2 day ☐ \$75 (resident) ☐ \$100 (non-resident)
John D. Besse Park Pavilion full day ☐ \$100 (resident) ☐ \$125 (non-resident)

Half Day Reservation: 7:00 a.m. to 4:00 p.m. OR 4:00 p.m. to 11:00 p.m.

I (we) the undersigned have read and understand the *PROCEDURES AND POLICIES for the reservation and use of the Ludington Park /Besse Pavilion/Other Park Facilities/Bandshell* and agree to abide by the Policies and Procedures and all other local and state laws and ordinances.

Signature

Date

Mailing Address: City of Escanaba Recreation Department, P. O. Box 948, Escanaba, MI 49829

(Recreation Department Use)

Date Received: _____ *Amount Received:* _____ *Received By:* _____
Check #: _____ *Cash:* _____ *Receipt Given:* _____ *Reservation Number:* _____
Date Confirmation Letter Sent: _____ *Insurance Required:* _____
Approved/Disapproved: _____ *Date:* _____

Recreation Director