



## APPLICATION FOR PARK ASSEMBLY PERMIT

PLEASE PRINT CLEARLY

Park Requested: \_\_\_\_\_ Event Date: \_\_\_\_\_

Type of Event: \_\_\_\_\_  
(Please be specific on what type of event)

Attendance: \_\_\_\_\_ Time Requested: from: \_\_\_\_\_ to: \_\_\_\_\_  
(Number of people) (INCLUDES SETUP AND TAKE DOWN)

Applicant Name: \_\_\_\_\_ Individual, Club, Organization or Company  
(circle one)

Name and title (if any): \_\_\_\_\_  
Individual authorized to sign this agreement on behalf of the applicant.

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (contact day of event): \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Does Your Organization/group have liability insurance coverage? No \_\_\_\_\_ Yes \_\_\_\_\_ - please provide copy of proof of insurance

### Will there be any of the following:

- |  |                    |   |
|--|--------------------|---|
| • Alcohol dispensed on premises  | No _____ Yes _____ | <i>If yes, contact Police Chief for details regarding alcoholic beverage permit</i>               |
| • Concessions served and/or sold   | No _____ Yes _____ | <i>If yes, contact the Heath Department for permit</i>  |
| • Is the event revenue generating  | No _____ Yes _____ |   |
| • Mechanical rides/inflatable  | No _____ Yes _____ | <i>If yes, please provide a certificate of insurance to Recreation Department prior to event.</i> |
| • Amplified sound system   | No _____ Yes _____ | <i>If yes, purpose _____</i>  |
| • Tents (no staking)   | No _____ Yes _____ | <i>If yes, please submit a sketch of tent placement along with application.</i>                   |
| • Admission Fee  | No _____ Yes _____ | <i>If yes, list amount charged _____</i>  |
| • Will fees be charged to vendors/exhibitors?                                      | No _____ Yes _____ | <i>If yes, list amount charged _____</i>  |
| • Will there be first aid services on site?  | No _____ Yes _____ | <i>Provided by: _____</i>   |
| • Port-a-Johns will <b>Need</b> to be rented. (Organizer must Call/pay K&M Rental) |                    |   |

**Please list any special requests/needs (i.e. picnic tables, benches, trash cans):**

The Department of Public Works will do their best to accommodate these requests.

**Applicant recognizes:** That the facility must be cleaned at the conclusion of its use; that applicants' use of the facility may not interfere with the use made by others of the park facilities; that all ordinances and conditions of a permit must be complied with. ***\*\*Applications for a permit to use a park shall be filed with the Recreation Director not more than one hundred eighty (180) days before the date of the proposed activity.***

**Fee Schedule:** A per day park permit application fee of \$75 (non-revenue generating event) or \$100 (revenue generating event) Upon completion of application, please return to the Recreation Department, and if approved, an invoice will be sent. ***Please do not submit payment until the application has been approved.***

**Alcoholic Beverages:** Except in areas so designated by the City Council and posted to include any restrictions, it shall be **unlawful** for any person to have in his or her possession, custody, or control any alcoholic beverages within the City's Parks, unless an alcoholic beverage permit has been obtained.

Applicant acknowledges that he/she is responsible for contacting the Michigan Liquor Control Commission and/or the Menominee County Health Department to secure any and all permits required from the State and/or County for this event.

All City activities (i.e. special events) supersede any outside reservation. All attempts will be made to avoid scheduling conflicts. The Recreation Director, or designee, reserves the right to cancel and/or relocate any reservation if the reservation threatens the integrity of the park and/or facility due to misrepresentation of information on application, unsafe facility conditions, or weather conditions.

*By signing, I am stating that I have read through and completed all sections of the application that pertain to my event, I have included all required attachments and that all my statements are true. I understand that submittal of this application does not guarantee approval of my event. I understand that I may be asked to make some adjustments to my plans based on the availability of staff, equipment, construction, and the scheduling of other events. I also understand that I am responsible for all fees invoiced for any requested City services and/or equipment.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Recreation Director (Approved)

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

Date Received:

By:

Cash/Check #:

Receipt #:

## CITY OF MENOMINEE PARK PERMIT GUIDELINES

*Please keep these guidelines for your records*

1. **Applications for a permit to use a park shall be filed with the Recreation Director not more than one hundred eighty (180) days before the date of the proposed activity.**
2. Upon payment of any fee established for the park use permit, the Recreation Director shall determine whether the criteria listed below are satisfied. If the Recreation Director so determines, the permit shall be granted. If the Recreation Director does not make such a determination, the matter may be referred to the City Manager for review and final determination.
  - (a) The proposed activity or use of the park will not unreasonably interfere with or detract from the general public's enjoyment of the park;
  - (b) The proposed activity and use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation;
  - (c) The facilities desired have not been reserved for other uses at the day and hour required in the application;
  - (d) The conduct of such activity will not substantially interrupt the safety and orderly movement of traffic;
  - (e) The conduct of such activity will not require the diversion of so great a number of police officers of the City to properly police such activity and the areas contiguous thereto, as to prevent normal police protection of the City;
  - (f) The conduct of such activity is not reasonably likely to cause injury to persons or property, incite violence, crime or disorderly conduct;
  - (g) Such activity is not to be held for the sole purpose of advertising any product, goods or event, and is not designed to be held purely for private profit, except by recognized nonprofit organizations;
  - (h) The activity planned shall not create unreasonable noise within the remainder of the park or the surrounding neighborhood by natural or amplified means.
3. **ASSURANCE OF PERFORMANCE:** The Recreation Director may require, as a condition of the issuance of a park use permit, that a bond or other security be posted to cover the cost of any clean-up of debris or repair of damage to park property. Any bond so required shall be in a form and in such amount as is acceptable to the Recreation Director, as necessary to protect the interests of the public and its property.
4. **DEBRIS:** Each person, firm or corporation using the public parks and grounds shall clean up all debris, leaving the premises in good order and the facilities in the neat and sanitary condition.
5. **PERMITTED FIRE:** No person shall kindle or build fires in any park except in fireplaces or stoves intended for that purpose. Prior to leaving such fires, it shall be the duty of all persons using a fire to see that it is fully extinguished.
6. **DAMAGE TO PARK PROPERTY:** No person shall obstruct any walk or drive in any park and no person shall injure, mar or damage in any manner, any monument, ornament, fence, bridge, seat, tree, fountain, shrub, flower, playground equipment, fire pit, picnic table or other public property within or pertaining to any park.

7. **SOUND SYSTEMS:** No person shall use a sound amplification device in excess of the sound level at which the content of such sound is distinguished by persons of average hearing at a distance of thirty feet (30') from the source of such amplification device unless such device is used in conjunction with a park use permit and is authorized by the permit. Any sound amplification device used in conflict with this provision is subject to seizure by the Menominee Police Department or other authorized law enforcement agency.
8. **ANIMALS:** It shall be unlawful to bring any animals into the parks. The foregoing prohibition shall not apply to
- River Park Campground: Where registered campers at River Park are permitted to bring household pets into the park in accordance with the rules and regulations established by the Recreation Director.
  - Great Lakes Marina Park: Where people using Marina boat docks are permitted to bring household pets with them. Additionally, an area will be designated in Great Lakes Marina Park and posted by the Department of Public Works where animals may be walked or exercised. All animals using this area must be accompanied by an owner or person responsible for the animal. Such person shall exercise proper care and control of the animal to prevent it from becoming a public nuisance, including cleaning any mess made by and removing any feces left by the animal.
9. **SALES LICENSE APPLICATION:** A license or permit to vend, sell, peddle, or offer for sale any commodity or article within any park is required. Applications for such license or permit shall be filed with the City Clerk, who shall establish the form and criteria required for issuance, subject to the approval of the City Council.
10. **ISSUANCE OF SALES LICENSE:** Upon payment of any fee established for a park sales license or permit, the Recreation Director shall determine whether all necessary criteria have been satisfied. If the Recreation Director so determines, the license or permit shall be granted. If the Recreation Director does not make such a determination, the matter may be referred to the City Manager for review and final determination. Sec. 16-50
11. **ALCOHOLIC BEVERAGES:** Except in areas so designated by the City Council and posted to include any restrictions, it shall be unlawful for any person to have in his or her possession, custody, and/or control any alcoholic beverages within the City's parks, unless an alcoholic beverage permit has been obtained in accordance with Sec. 16-53.
12. **OPERATION OF VEHICLES:** No person shall operate any motor vehicle, motorcycle, or mini-bike on any park property not designated as a driveway or parking area. No person shall park any motor vehicle on any park property that has not been designated as a parking area. It shall be unlawful for any person to operate any motorized vehicle or conveyance upon any park within the City of Menominee that has been registered for use and operation on public roadways, or any water recreation vehicles which are not properly registered or licensed for use on the waterways, which is not also at all times during the use in said parks, displaying the appropriate license issued as a result of said registration.
13. **MISDEMEANORS:** Violations of any portion of this Chapter shall be deemed to be a misdemeanor offense. All officers and directors of any organization or corporation, which is deemed to have violated this offense, shall be individually responsible for the actions of such cooperation or organization. Persons convicted of violating any portion of this Chapter shall be subject to the provisions of 12:2.1.

**Parks and Public Grounds****CHAP.16 : Parks and Recreation****16:1 Use of Parks ~ Original copy is available upon request**