

## **HERITAGE PARK PICNIC PAVILION AND FACILITY RENTAL POLICIES**

### *Frankenmuth Parks and Recreation Commission*

- 1) Any party wishing to reserve a facility in the parks must first complete a rental application form available at the Frankenmuth Parks and Recreation Office. Pavilions and park facilities are typically available from May 1 through October 1. Heritage Park will be reserved annually for existing festivals and events.
- 2) All rental fees must be paid in full at the time of application. Checks should be made payable to the “City of Frankenmuth”.
- 3) All applications for income producing events must be approved by the Parks and Recreation Commission.
- 4) Refunds will not be given for inclement weather, power failures, mechanical failures, or for any other reason beyond our control. If an applicant cancels a reservation for any reason, a refund will be given based on the following:
  - 1 year or more prior to event – full refund minus a \$25 administrative fee
  - 6 months to 1 year prior to event – 75% refund
  - 1 to 6 months prior to event – 50% refund
  - Less than 30 days prior to event – No refund
- 5) Renters are responsible for leaving the facility as clean as it was prior to your arrival. Damages to the facility as a result of rental will be the responsibility of the renting party. A copy of the applicant’s driver’s license is required to be kept on file.
- 6) Insurance coverage may be required for activities or events.
- 7) All activities must end by 11:00pm, except with prior approval from the Parks & Recreation Department. Everyone must be out of the park by 12:00am (midnight).
- 8) Attaching banners, signs or decorations to any structure with tape, adhesives, tacks, nails, staples, or by any other means that may leave marks, holes, residue or damage the structure in any way is prohibited. All decorations and attachments must be removed prior departing. The Parks and Recreation Department must approve any other decorating requirements.
- 9) The sale of alcoholic beverages is prohibited, unless prior approval is given by the Chief of Police and the Parks and Recreation Department. The renter is responsible for any damages, claims, and liabilities related with alcohol consumption in association with this event. Proper insurance coverage for groups distributing alcohol must be presented prior to event.
- 10) Parking and all motorized vehicles are restricted to designated areas.
- 11) Please be aware that this is a public park and the park is open to the public during your reservation. There may be people using the park during your event.
- 12) Placing directional signs in the City without a permit is prohibited. This is a violation of the City sign ordinance.
- 13) The wooden covered bridge is privately owned. Please inform your group to use the Jefferson/Weiss St. intersection to enter Heritage Park.
- 14) Any variations to the above listed rules must be approved in advance by the Frankenmuth Parks and Recreation Department.

*The City of Frankenmuth reserves the right to deny any application for the use of this facility.*