



Village of Shelby  
218 N. Michigan Ave.  
Shelby, MI 49455  
231-861-4400 (phone)  
[www.shelbyvillage.com](http://www.shelbyvillage.com)

**Employees Only**  
Date of Permit \_\_\_\_\_  
\_\_\_\_ Cash \_\_\_\_ Credit Card  
Processed By \_\_\_\_\_  
Security Deposit Refund Approved Date \_\_\_\_\_  
Date of Security Deposit Refund \_\_\_\_\_

### Park Permit Application

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Name 2nd Contact \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Organization Name \_\_\_\_\_  
Are you a non-religious 501(c)(3)?  Yes  No Is your organization Shelby based?  Yes  No

Date Permit is Requested \_\_\_\_\_ Time Requested \_\_\_\_\_

Number in Group \_\_\_\_\_ Purpose of Activity \_\_\_\_\_

Park Desired \_\_\_\_\_ Park Facility Desired \_\_\_\_\_

Bathroom Key # \_\_\_\_\_ Received by Permit Holder \_\_\_\_\_ Initials & Date \_\_\_\_\_  
Date Key Returned \_\_\_\_\_ Staff Initials & Date \_\_\_\_\_

Will you be having: inflatable, carnival games, DJ, band, amplified music, etc.?  Yes  No  
If yes, please specify \_\_\_\_\_

Certificate of Insurance required?  Yes  No Insurance acknowledgement. \_\_\_\_\_ Staff initials \_\_\_\_\_

Permit Fee: \_\_\_\_\_ Deposit \_\_\_\_\_ Total: \_\_\_\_\_

#### The Village of Shelby Indemnity Form

In consideration of the permission granted by the Village of Shelby, to the undersigned to use the above Village facility(ies). The undersigned hereby expressly agrees to, release, discharge, and hold said the Village of Shelby harmless and to indemnify and to protect the said Village from any claims for damage, whether it be bodily or property, and to defend the Village from any claims for damages of any nature whether caused by negligence of the Village and its employees or otherwise. The undersigned agrees to reimburse the Village damages to Village property resulting from the stated activity. The undersigned understands that the deposit paid will not be refunded if any rules or regulations are violated or any damages occur. The undersigned understands that the permit, if granted, constitutes a revocable license without an interest which may be terminated at any time without notice by the Village of Shelby. The undersigned also acknowledges that a copy of the Terms, Conditions, Rules & Policies was given for the facility that they will be using for the license.

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

**White Copy: Village of Shelby**

**Yellow Copy: Park Permit Applicant**

**Hard Copy: Department of Public Works**

**Park Permit – Terms, Conditions, Rules, & Policies**

1. All permits are subject to Village policies, stated and posted rules & regulations, generally accepted public behavior (including, but not limited to speech, conduct, behavior, decency, and dress), and laws of the State of Michigan. Violation of terms may result in forfeiture of permit privileges (both current and future) and all monies associated with permit.
2. Should your park rental include inflatables, DJ, or any other forms of entertainment that you contracted a private business to perform or provide the entertainment service - you will be required to provide the Village a Certificate of Insurance that clearly shows that the Village has been added as an additional insured to the contracted private business insurance policy, The Certificate of Insurance must be on file with the Village at least 72 hours prior to your intended use. Should you elect not to provide the Certificate of Insurance, your Park Permit rental will be canceled and your security deposit will be retained by the Village. **(TO BE INITIALED and DATED by Permit Holder)**
3. A refundable security deposit will be required at the time of application. In the event of damages, littering, vandalism, complaints, violation of terms, supplying of inaccurate/falsified information on permit, failure to return bathroom key (if applicable), or if police or park staff are called to the site, the security deposit will be retained by the Village. Permit holder agrees to pay the Village the cost of any damages (above and beyond the security deposit) associated with the park permit; or any damage caused by permit holder to any park property, amenities, or equipment. **(TO BE INITIALED and DATED by Permit Holder)**
4. Individuals may not use Village facilities for financial gain, or for the purpose of solicitation, advertisement, recruitment, assembly (unless disclosed & approved in advance).
5. Each permitted space may have a designated maximum occupancy. Exceeding the occupancy at any time will result in the forfeiture of all fees and removal of the party from the permitted park area.
6. Picnic tables & garbage cans are provided in the permit fee. No additional tables or garbage cans & no specific set-up will be provided.
7. Alcoholic beverages are prohibited on Village property- alcohol may not be brought, consumed or possessed by any member of the permit party. Village facilities, buildings, are smoke-free. Violation will result in immediate removal of the party from the premises and the security deposit will not be refunded.
8. The Village reserves the right to have a designated employee attend and/or visit any permitted park area for the purpose of inspection.
9. An adult must supervise persons less than 18 years of age at all times. The permit holder must be present for the entire park use and is responsible for conduct of all children and adults in the party.
10. One park permit is issued per day per area. Park permit reserves only the area listed – no other park area is reserved.
11. Village is not responsible/liable for any property lost, damaged, stolen, or any personal injury on Village property.
12. No amplified sound is allowed for any permit unless disclosed on the permit application & approved by the Village. Amplified sound must conform to village ordinance; violation will result in removal from the park and the security deposit will not be refunded. **(TO BE INITIALED and DATED by Permit Holder)**
13. Vehicles are allowed in designated spaces, parking lots only. Vehicles may not drive or park in any other area – unload the contents of your vehicle from the designated parking area. Unauthorized motorized vehicles are not allowed to drive on park property that is not asphalt/concrete/gravel. **(TO BE INITIALED and DATED by Permit Holder)**
14. Permit holder is responsible for cleaning of the permitted space. All trash/garbage must be placed in trash receptacles or bags. No food may be left in the permitted area. Bathrooms must be left clean, locked & in original condition, if applicable. **(TO BE INITIALED and DATED by Permit Holder)**
15. Participants may not enter the permitted area prior to the permitted starting time and must fully exit the premises by the permitted ending time. Permit holder will forfeit deposit and be additionally charged for any extra time occupying/using the premises. Park staff will have area cleaned & prepared no earlier than 11:00am on the day of the park permit.
16. Park users may not hurt, trap, hunt or injure any animal on park property. No golf is allowed on park property. Pets are allowed on park property, except Getty Field. Pets must be on at least a 6-foot leash at all times. Pet owners are required to “clean up” after their pet(s).
17. No firearms, fireworks, open fire, etc. is allowed on Village property. Grilling in designated areas only. Used/leftover coals must be properly disposed of- not in garbage receptacles, creeks, on park property or buried on park property.

**I acknowledge the receipt of the Park Permit -- Terms, Conditions, Rules, & Policies on \_\_\_\_\_ (Date)**

Name (Print): \_\_\_\_\_ Name (Sign): \_\_\_\_\_

Village Official (Witness): \_\_\_\_\_