

# BROWN CITY PARK FACILITIES RESERVATION FORM

CONTACT PERSON: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

EVENT: \_\_\_\_\_

DATE TO BE USED: \_\_\_\_\_ TIME: \_\_\_\_\_ TO \_\_\_\_\_

## FACILITY TO BE RESERVED or RENTED:

- North Pavilion \_\_\_\_\_ South Pavilion \_\_\_\_\_ with the # of garbage cans requested \_\_\_\_\_
    - \$75.00/Daily plus a \$50 refundable cleaning deposit
  - Brick Bathrooms
    - \$30.00/Daily plus a \$50 refundable cleaning deposit \_\_\_\_\_
- Or you may choose a weekend option plus cleaning deposit.
- \$50.00/2 day weekend \_\_\_\_\_ \$70.00/3 day weekend \_\_\_\_\_

**NOTE:** Payments are due on the day the reservation is requested with a completed form. \$50 refundable cleaning deposit is also due when the reservation is made and **MUST BE MADE SEPERATELY.** A Park Board member, Mayor or City Manager will unlock and lock any locks the day of your reservation. Please make sure to have the phone number for that person on duty that weekend. Cleaning Deposit will be returned after inspection and report returned to City Hall. No exceptions. It may take up to 3-5 business days to mail deposit back after rental. For emergencies see below -

**CITY HALL IS OPEN MONDAY-FRIDAY 8:30am – 12:00pm AND 12:30pm – 4:30 pm.  
CLOSED SATURDAY AND SUNDAY  
BROWN CITY HALL OFFICE NUMBER: 810-346-2325  
AFTER HOURS DPW CONTACT NUMBER POSTED ON WINDOW AT CITY HALL**

## THE RENTER AGREES TO THE FOLLOWING RULES AND CONDITIONS:

1. Maintain cleanliness throughout the premises by placing all refuse into designated containers and ensuring these containers are emptied into the appropriate dumpster.
2. To provide reimbursement to the Park Board for any damage incurred to premises, buildings, or equipment.
3. To accept the premises in its current condition and ensure it is returned in the same state.
4. The premises must be vacated at the designated times.
5. Personal property may only be present on the premises during the designated rental period.
6. Posting posters or signs on the building or premises is prohibited with anything other than removable tape.
7. Ensure that all Park property is returned to its designated storage locations.

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8. Campfires are permitted only with prior authorization.
9. Renters are permitted to relocate picnic tables at their own risk, provided they agree to return them to their original locations prior to the end of the rental period.
10. Noncompliance with the aforementioned conditions may result in forfeiture of the deposit and additional penalties, including denial of future rental opportunities.
11. To follow all other posted Rules in the park.

## **INDEMNIFICATION AGREEMENT:**

The User (named above) agrees to defend, indemnify and hold harmless the City of Brown City and the Brown City Parks and Recreation Board, from any claim, demand, suit, loss, cost of experience, or any damage which may be asserted, claimed or recovered against, or from the User (named above) by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death, arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense if caused in whole or in part by the negligence of the User (named above), or by third parties, or by the agents, servants, employees or factors of any of them.

**I have read and understand the above and agree I have been given a written copy of the already posted Rules in the park.**

*Authorized Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Witness:* \_\_\_\_\_ *Date:* \_\_\_\_\_

## **Reservation Made:**

Date: \_\_\_\_\_ Paid Cash: \_\_\_\_\_ Check # \_\_\_\_\_

(Attach copy of payment and deposit to form)

Person assigned to unlock: \_\_\_\_\_ Pavilion/Brickhouse Cleaned \_\_\_\_\_

Person assigned to lock: \_\_\_\_\_ Pavilion/Brickhouse Cleaned \_\_\_\_\_

Return of Deposit? \_\_\_\_\_ Reported to City Hall \_\_\_\_\_

## Procedures for Rentals and Reservations at Brown City Park

During the park's "Open Season," porta-potties, garbage cans, and picnic tables will be available for use throughout the premises. For medium-to-large gatherings such as birthdays, graduations, or tournaments, it is recommended that event organizers arrange for additional porta-potties to accommodate their group.

1. **Brick Bathrooms** – Accessible exclusively through rental by following the instructions outlined below.
2. **North Pavilion** – Available for complimentary use on a first-come, first-served basis, or may be reserved/rented following the procedures outlined below. Notice of reservations or rentals will be displayed on-site at a minimum of 24 hours in advance to inform the public and mitigate potential scheduling conflicts.
3. **South Pavilion** – Available exclusively for rental by following the instructions outlined below.
1. **Baseball/Softball/Soccer Fields** – These fields are available for use on a first-come, first-served basis. Reservations or rentals for schools, tournaments, or organized groups please follow the instructions outlined below.
4. **Horseshoe Pits** – Open for complimentary use on a first-come, first-served basis. Reservations or rentals for tournaments or organized groups, please follow the instructions outlined below.
5. **Track & Grandstand** – Available for reservation/rental by following the instructions outlined below.

### Reservation or Rental Requests:

Please select one of the following options at least **1 MONTH** in advance:

1. Attend a Park Board meeting. We welcome you and your group to join us. Meetings are held on the fourth Tuesday of each month at 7 p.m. at City Hall.
2. Contact Chairperson via email at [bcpark@cityofbrowncity.net](mailto:bcpark@cityofbrowncity.net), providing your contact information in your message. You will receive a response within 24 hours.
3. Complete a rental/reservation form, available at City Hall, and submit it either during business hours or into the payment drop box, along with any required payments or deposits.

# Brown City Community Park Usage Information

City Hall Phone: 810-346-2325 Email: [bcpark@cityofbrowncity.net](mailto:bcpark@cityofbrowncity.net)

**THANK YOU** for selecting Brown City Community Park as the location for your event or group gathering.

The Brown City Community Park is managed by the Brown City Park and Recreation Board – a dedicated team of volunteers committed to providing a safe and enjoyable environment for all visitors. Please review the following guidelines when utilizing the park:

1. We encourage you or your representative to attend a Brown City Park and Recreation Board meeting to facilitate communication regarding your needs, recommendations, and any concerns pertaining to park usage. Meetings are held at 7:00 p.m. on the fourth Tuesday of each month in the Brown City Community Room at City Hall. If attendance is not possible, please designate a representative. Additional information and/or forms may be required prior to your event.
2. Should you observe any damage or hazards during your use of the park, please notify us promptly so that we may address the issue efficiently.
3. Please ensure the area utilized is left clean. Dispose of waste in the provided garbage cans, then transfer refuse to the designated dumpsters. Return used items (such as tables, chairs, garbage cans, and picnic tables) to their original locations.
4. As Brown City Community Park serves the entire community, exclusive use of the park cannot be guaranteed. However, with proper notice, we will ensure your reserved area is available and not scheduled for another event.

We appreciate your cooperation and look forward to supporting your successful event.

Name of Event/Group \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

2<sup>nd</sup> Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

Date/s: \_\_\_\_\_

Area/s: \_\_\_\_\_

We welcome and encourage individuals or groups interested in volunteering at the park.

Please inform us of your availability and relevant skills so that we can coordinate opportunities accordingly.