

Park Shelter Reservation Information



Parks, Recreation and Cultural Services Department
 45175 W. Ten Mile Road Novi, Michigan 48375
 248.347.0400 / Fax: 248.347.3286 / noviparks@cityofnovi.org
cityofnovi.org

<u>FACILITY AVAILABILITY:</u> Saturday of Memorial Day weekend through Labor Day			
Weekday/Weekend Hours Sunday - Saturday 8:00 am - Dusk			
RENTAL OPTIONS	CAPACITY	RESIDENT DAILY FEE	NON-RESIDENT DAILY FEE
Lakeshore Park 601 S. Lake Drive, Novi, MI			
Shelter 1 (Electric available) (40'x70') – 20 picnic tables	175 people	\$125	\$175
Shelter 2 (20'x40') – 10 picnic tables	80 people	\$100	\$125
Tent A (20'x30') – 8 picnic tables	50 people	\$100	\$150
Tent B (20'x30') – 8 picnic tables	50 people	\$100	\$150
\$5 NON-RESIDENT PARKING FEE PER VEHICLE			
ITC Community Sports Park 51000 8 Mile Rd., Northville, MI (Electric available) (30'x40') – 10 picnic tables			
	80 people	\$125	\$175
Rotary Park 9 Mile & Novi Road (Electric on restroom facility-no electric on shelter) (48'x20') – 10 picnic tables			
	80 people	\$100	\$150
Wildlife Woods Park (Electric available) (30'x40') – 10 picnic tables			
	80 people	\$125	\$175

Payment:

Rental payment must be made in full upon making a written reservation request. Full payment is due at time of rental, by cash, check, MasterCard, Visa or Discover.

Cancellation and Refund Policy:

- If the applicant cancels their approved reservation more than two weeks before the scheduled rental date, they will receive a full refund **if** the facility is re-rented by the scheduled rental date.
- If the applicant cancels their approved reservation less than two weeks before the scheduled rental date, they will receive a full refund less a 15% administrative fee if the facility is re-rented by the scheduled rental date.
- If the facility is not re-rented by the scheduled rental date, the applicant will forfeit the entire rental fee.
- Refunds are not given for cancellations due to inclement weather.

Additional Information

- No carnival type games (i.e. Moonwalk), specialty type drink machines, or water games UNLESS prior approval is arranged.
- All rental groups should have a copy of the rental application in their possession on the rental day. In the case of a conflict, you may call the Parks, Recreation and Cultural Services emergency number at 248.347.0407 or the Novi Police at 248.348.7100.
- The applicant must be at least 21 years of age. This applicant shall be responsible for the proper use of the facilities by any person participating in the activity, and/or the organization he or she is representing.
- A resident business is described as a business paying property taxes to the City of Novi. When a Novi business rents a shelter, the \$5 parking fee can be waived for those employees attending the event. A list of employees can be left at the entrance gate or employees can provide proof of employment upon arrival at the event.
- An individual working within the City for a resident business does not qualify for the resident registration fees.

POLICIES AND RULES

1. The City of Novi Parks, Recreation and Cultural Services Department is responsible for the operations of all Park Facilities. The Director of Parks, Recreation and Cultural Services shall approve all reservation requests and reserves the right to refuse the use of the facility to any person or organization for just cause, with or without due notice.
2. The person(s) or group using the facilities shall comply with all park rules and regulations as set forth by the City of Novi.
3. The Picnic Shelter(s) shall be available for full service rental use on available dates from the Saturday of Memorial Day weekend through Labor Day. Full service includes: Lakeshore beach: beach, restrooms, and staff (The Parks, Recreation and Cultural Services Department has the right to close the beach due to insufficient lifeguard staff.) ITC Community Sports Park, Rotary Park, Wildlife Woods: Restrooms, no staff on duty. The shelters at Lakeshore may be reserved during the off-season (limited services available). The Activity Tent(s) shall be available only between Memorial Day and Labor Day on weekends at Lakeshore Park only. Tent Rentals are not available in off-season.
4. The City of Novi shall not be held responsible for any property loss, accidents, or damages incurred by the person(s) or group using the facility and is released from any and all such claims for damages.

5. The Parks, Recreation and Cultural Services Department reserves the right to cancel or deny use with or without due notice, and to limit the frequency of facilities use by any group or organization, if the Director of the Department determines that the applicant has violated the Rental Policy or has denied to others the fair use of the facilities.
6. An application must be completed and submitted to the Parks, Recreation and Cultural Services Office by the person whose name appears on the form. Proper identification will be required.
7. The applicant shall be responsible for the proper use of the facilities by all participants for the entire rental period including, but not limited to the following:
 - A. Proper and orderly behavior shall be maintained.
 - B. Damages made to the facilities or equipment during time of use shall be the financial responsibility of the applicant.
 - C. Removal, changes, or revisions of equipment or property within the facilities without prior approval of the Parks, Recreation and Cultural Services Director is not allowed.
 - D. The facility is left clean and neat, and does not require any special work or repairs above normal maintenance duties.
 - E. NO AMPLIFIERS - i.e. Karaoke, Bands, DJ
 - F. LAKESHORE PARK BEACH USE:
 1. Participants must enter/exit beach area through the tunnel only. (No swimming to or from designated swim area to or from watercraft).
 2. Watercraft launching or docking is not available and not permitted.
 3. Animals are not permitted on the beach.
 4. Swimming allowed only in designated areas.
 5. No glass containers allowed.
 6. No fishing from any area on city property.
8. Residents **may not** make reservations on behalf of non-Novi businesses or groups, i.e. a Novi resident who belongs to a non-Novi Church may not reserve the facility for the church at resident rates.
9. The facilities may only be reserved by the same person or group one (1) time per month during "in-season". Off-season reservations shall be taken with limited services available. (Tent Rentals at Lakeshore not available in off-season).
10. All rentals shall be made per day, and a day shall be considered during normal park hours 8:00 a.m. - Dusk However, once a rental agreement holder vacates the facility, the reservation agreement shall be terminated.

PICNIC SHELTERS AND TENTS
RENTAL APPLICATION

Name _____

Name of Group (i.e.: church, business) _____

Home or
Group Address: _____ City, Zip _____

Phone _____

Date Requested _____

Type of Activity _____ Number Attending _____

Facility Requested:			
Lakeshore Park			
Shelter # 1	(40' x 70')	Capacity 175	_____
Shelter # 2	(20' x 40')	Capacity 80	_____
Tent	(20' x 30')	Capacity 50	_____
	Site _____A	Site _____B	
Rotary Park	(48' x 20')	Capacity 80	_____
Wildlife Woods	(30' x 40')	Capacity 80	_____
ITC COMMUNITY			
SPORTS PARK	(30' x 40')	Capacity 80	_____

IF YOU WOULD LIKE YOUR COMPANY OR YOURSELF TO PAY FOR NON-RESIDENT VEHICLES IN YOUR PARTY (at Lakeshore Park), PLEASE MAKE ARRANGEMENTS WITH THE BOOTH ATTENDANT.

I hereby make this application for the use of the above mentioned facility on the date and hours stated. I also certify that the information on the application is true and that I have read and agree to abide by the rental policy pertaining to the use of the shelter as adopted by the City of Novi Parks, Recreation and Cultural Services Department. I also agree to the fee charged and shall be responsible pertaining to the use of the facility in accordance with the rental policy.

I further agree to indemnify, defend and save harmless the City of Novi, its officers, agents and employees from and against all loss or expense (including costs and attorney fees) by reason of liability imposed by law upon the City of Novi, its officers, agents and employees for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons, or an account of damage to property, including loss of use thereof, arising out of or in consequence of the performance of this contract, whether such injuries to persons or damage to property is due or claimed to be due to the negligence of the contractor, the City of Novi, its officers, agents and employees, excepting only such injury or damage as shall have been occasioned by the sole negligence of the City of Novi, its officers, agents and employees.

Signature _____ **Date** _____

*******PLEASE NOTE*******

The rental group MUST keep this form in their possession at all times during their rental period for verification of use.

Office Use Only	
Applicant's Driver's License # _____	
Amount Paid: _____ Check _____ Cash _____ Credit Card _____	
Authorized _____ Date _____	
Additional Comments _____	
CREDIT CARD USE ONLY:	
Please check: <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER	
Credit Card # _____ Exp Date _____	
Print Card Holder's Name: _____	
Card Holder's Signature: _____	