

Park Shelter Reservation Information



Parks, Recreation and Cultural Services Department
 45175 Ten Mile Road Novi, Michigan 48375
 (248) 347-0400 / Fax: (248) 347-3286 / noviparks@cityofnovi.org
Reserve online at cityofnovi.org/rentals

FACILITY AVAILABILITY: In-Season is Saturday of Memorial Day weekend through Labor Day			
In-Season Weekday/Weekend Hours		Sunday-Saturday	8 a.m.-9 p.m.
Off-Season Weekday/Weekend Hours		Sunday-Saturday	8 a.m.-Dusk
RENTAL OPTIONS	CAPACITY	RESIDENT DAILY FEE	NON-RESIDENT DAILY FEE
Rentals start on Monday, June 1, 2020 No bounce houses are allowed at Lakeshore Park during the 2020 season.			
Lakeshore Park 601 S. Lake Drive, Novi, MI			
Shelter 1 (Electric available) (40'x70') – 20 picnic tables	175 people	\$125	\$175
Shelter 2 (Electric available) (20'x30') – 8 picnic tables	50 people	\$100	\$150
Shelter 3 (20'x40') – 10 picnic tables	80 people	\$100	\$150
ITC Community Sports Park 51000 8 Mile Rd., Northville, MI (Electric available) (30'x40') – 10 picnic tables			
	80 people	\$125	\$175
Rotary Park 22220 Roethel Drive, Novi, MI (Electric on restroom facility; no electric on shelter) (48'x20') – 10 picnic tables			
	80 people	\$100	\$150
Wildlife Woods Park 26442 Wixom Road, Novi, MI (Electric available) (30'x40') – 10 picnic tables			
	80 people	\$125	\$175

Payment:

Rental payment must be made in full upon making a reservation request in person or by reserving online. Full payment can be made via cash, check, MasterCard, Visa, Discover or American Express.

Cancelation 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 minus a 15 percent 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 cancelations due to inclement weather.

Additional Information

- No carnival type games (i.e. bounce house), specialty type drink machines or water games UNLESS prior approval is arranged. **No bounce houses are allowed at Lakeshore for the 2020 season.**
- 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 Novi Police non-emergency line 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. An individual working within the City for a resident business does not qualify for the resident registration fees.
- **Liability insurance, food license and endorsement requirements:**

Requirements:	General Liability Insurance	State of Michigan License	Endorsement
Potluck/No Caterer	No	No	No
Caterer Dropping Off	No	Yes	No
Caterer Serving On Site	Yes	Yes	Yes
Inflatable/Bounce House	Yes	No	Yes

- General liability insurance rider from the vendor must name the following for \$1 million:
City of Novi
45175 Ten Mile Road
Novi, MI, 48375
- **It is the responsibility of the renter to ensure Novi Parks' office has all necessary liability insurance, food license and endorsement documentation from any hired third-party vendors TWO WEEKS prior to the rental. A list of vendors who have their insurance rider on file is available at the Novi Parks, Recreation and Cultural Services desk. Documentation should be sent to noviparks@cityofnovi.org. If the above documents are not received, the vendor will not be allowed to set up or serve.**

POLICIES AND RULES

1. The City of Novi Parks, Recreation and Cultural Services Department is responsible for the operations of all Park Facilities. The Parks, Recreation and Cultural Services reserves the right to refuse the use of the facility to any person or organization for just cause, 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 the applicant has violated the Rental Policy or has denied to others the fair use of the facilities.
2. 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.
3. The person(s) or group using the facilities shall comply with all park rules and regulations as set forth by the City of Novi.
4. 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 Park (starting June 1, 2020): beach and restrooms (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.
5. 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.
6. An application must be completed and submitted to Novi Parks, Recreation and Cultural Services either online or in person 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. Grills must be cleared off/cleaned and coals should be left in the grill, NOT placed in City garbage bins.
 - E. NO AMPLIFIERS - i.e. Karaoke, Bands, DJ
 - F. No collection of funds at the shelter (ie. no registrations, fundraiser donations, etc.)

G. 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-Novu businesses or groups (i.e. a Novu resident who belongs to a non-Novu Church may not reserve the facility for the church) at resident rates.
9. All rentals shall be made per day, and a day shall be considered during normal park hours 8 a.m.-9 p.m. in-season and 8 a.m.-dusk off-season. However, once a rental agreement holder vacates the facility, the reservation agreement shall be terminated.



APPLICATION FOR PARK SHELTER RESERVATION

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

PARK SHELTER RENTAL APPLICATION

Name: _____ Phone: _____

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

Home/Group Address: _____

Driver's License #: _____ Number Attending: _____

Email: _____ Date Requested: _____

Estimated Start Time: _____ Estimated End Time: _____

Type of Activity: _____

Bounce House: Yes/No (circle one) Caterer Providing Food: Yes/No (circle one)
If yes to either, please see reservation packet for requirements and deadlines (two weeks prior to reservation).

Please indicate facility requested (*No electricity at this shelter)

Lakeshore Park

___ Shelter 1 (40x70, Capacity 175)

___ **Rotary Park*** (48x20, Capacity 80)

___ Shelter 2 (20x30, Capacity 50)

___ **Wildlife Woods Park** (30x40, Capacity 80)

___ Shelter 3* (20x40, Capacity 80)

___ **ITC Community Sports Park** (30x40, Capacity 80)

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 hold 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 a copy of the rental agreement in their possession at all times during their rental period for verification of use.

Office Use Only

Amount Paid: _____ Check _____ Cash _____ Credit Card _____
Authorized _____ Date _____
Additional Comments _____

CREDIT CARD USE ONLY:

Please check: VISA MASTERCARD DISCOVER AMERICAN EXPRESS
Credit Card # _____ Exp. Date _____
Print Card Holder's Name: _____ Security Code _____
Card Holder's Signature: _____