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 |

<table>
<thead>
<tr>
<th>RENTAL OPTIONS</th>
<th>CAPACITY</th>
<th>RESIDENT DAILY FEE</th>
<th>NON-RESIDENT DAILY FEE</th>
</tr>
</thead>
</table>
| Lakeshore Park  
601 S. Lake Drive, Novi, MI | Lakeshore Park shelters are not expected to be available in 2019 due to construction. |
| 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 |
| (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 |
| (Electric available)  
(48’x20’) – 10 picnic tables | 80 people | $100 | $150 |
| Wildlife Woods Park  
26442 Wixom Road, Novi, MI | Electric available |
| (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.
- 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:

<table>
<thead>
<tr>
<th>Requirements</th>
<th>General Liability Insurance</th>
<th>State of Michigan License</th>
<th>Endorsement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potluck/No Caterer</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Caterer Dropping Off</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Caterer Serving On Site</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Inflatable/Bounce House</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

- 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. 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: 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. The shelters at Lakeshore may be reserved during part of the off-season (limited services available) between May 1-Oct. 31.

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 (i.e. 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-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. 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)

<table>
<thead>
<tr>
<th>Shelter</th>
<th>Dimensions</th>
<th>Capacity</th>
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</thead>
<tbody>
<tr>
<td>Lakeshore Park</td>
<td>(Unavailable for 2019)</td>
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<tr>
<td>Shelter 1</td>
<td>40x70</td>
<td>175</td>
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<tr>
<td>Shelter 2</td>
<td>20x30</td>
<td>50</td>
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<tr>
<td>Shelter 3*</td>
<td>20x40</td>
<td>80</td>
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<tr>
<td>Rotary Park*</td>
<td>48x20</td>
<td>80</td>
</tr>
<tr>
<td>Wildlife Woods Park</td>
<td>30x40</td>
<td>80</td>
</tr>
<tr>
<td>ITC Community Sports Park</td>
<td>30x40</td>
<td>80</td>
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</tbody>
</table>

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 ________________

12/17/18 -More on back-
*****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.

<table>
<thead>
<tr>
<th>Office Use Only</th>
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<tbody>
<tr>
<td>Amount Paid: __________________ Check __________ Cash _________ Credit Card __________</td>
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<tr>
<td>Authorized __________________________ Date __________________</td>
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<tr>
<td>Additional Comments ____________________________________________</td>
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</tbody>
</table>

**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: ________________________________
CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

Insurance Agent's Company Name

Address

CONTACT NAME:
PHONE
FAX
E-MAIL
INSURER A:
INSURER B:
INSURER C:
INSURER D:
INSURER E:
INSURER F:

INAC #

INSURER(S) AFFORDING COVERAGE

COVERAGES
CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY LOSS OR CLAIMS.

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<th>TYPE OF INSURANCE</th>
<th>ADD'L INSURER</th>
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<th>POLICY END DATE</th>
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<td>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)</td>
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<td></td>
<td>DESCRIPTION OF OPERATIONS below</td>
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</table>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

A 30 day notice of cancellation applies.

CERTIFICATE HOLDER

City of Novi
Attn: Parks, Recreation & Cultural Services
45175 Ten Mile Road
Novi, MI 48375

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2014 ACORD CORPORATION. All rights reserved.
ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

<table>
<thead>
<tr>
<th>Name Of Additional Insured Person(s) Or Organization(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Novi</td>
</tr>
<tr>
<td>45175 10 Mile Road</td>
</tr>
<tr>
<td>Novi, MI 48375</td>
</tr>
</tbody>
</table>

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

A. In the performance of your ongoing operations; or
B. In connection with your premises owned by or rented to you.