PAVILION PERMIT REQUEST

EVENT TYPE: _____

EVENT DATE/TIME (5 HR MAX): _____

APPROX NUMBER EXPECTED: _____

NAME: _____

ADDRESS: _____ **CITY:** _____

ZIP CODE: _____ **EMAIL:** _____

PHONE: _____

RENTAL RATES

WEEKDAY (MON- THURS)
RESIDENT- **$75**
NON-RESIDENT- **$100**

WEEKEND OR HOLIDAY
RESIDENT- **$125**
NON-RESIDENT- **$150**

Updated 8/28/2025

IMPORTANT INFORMATION

- ONCE YOUR REQUEST IS APPROVED BY STAFF, YOU ARE REQUIRED TO PROVIDE YOUR CREDIT CARD INFORMATION IN ORDER TO SECURE THE DATE
- WHILE CREDIT CARD INFORMATION IS REQUIRED TO SECURE THE DATE, YOU MAY CHOOSE TO PAY VIA CASH OR CHECK, DUE FOURTEEN DAYS PRIOR TO YOUR RENTAL DATE (PLEASE MAKE CHECKS PAYABLE TO "THE CITY OF BERKLEY")
- IF PAYING BY CREDIT CARD, YOUR BALANCE WILL BE PROCESSED WITH THE GIVEN CREDIT CARD INFORMATION FOURTEEN DAYS PRIOR TO YOUR RENTAL DATE (STAFF WILL REACH OUT VIA EMAIL OR PHONE WITH REMINDERS)
- A CANCELLATION FEE OF $20 IF NOTIFIED LESS THAN FOURTEEN DAYS BEFORE YOUR RENTAL (THE CARD ON FILE WILL BE PROCESSED)
- RESERVATIONS ARE AVAILABLE BETWEEN 9:00 AM - 8:00 PM ONLY
- RENTAL MAY NOT EXCEED 5 HOURS
- APPLICATIONS SHOULD BE MADE AT LEAST 30 DAYS PRIOR TO THE DATE OF THE PROPOSED EVENT
- PICNIC TABLES ARE PROVIDED AT THE JAYCEE PARK PAVILION
- PERMANENT CHARCOAL GRILLS ARE AVAILABLE NEAR THE PAVILION
- ONE PORTABLE RESTROOM IS ON SITE MAY - OCTOBER ONLY
- ELECTRICAL OUTLETS ARE NOT AVAILABLE ON SITE
- ALCOHOLIC BEVERAGES ARE NOT PERMITTED

Return form to:
Josh Boal
JBoal@berkleymi.gov
Berkley Parks & Recreation
2400 Robina, Berkley, MI 48072

RULES AND REGULATIONS (REVERSE SIDE)

berkleymi.gov

RULES AND REGULATIONS

- Solicitation of funds, gambling, and serving alcoholic beverages are not permitted.

- Reservation holder may not assign or transfer a park permit.

- The city reserves first priority to the use of all parks.

- Cancellation may be ordered by the city authorities upon reasonable notice. All reservations are granted with this understanding.

- The applicant accepts full responsibility for any and all damages to city property as a result of the activity, which is over and above ordinary wear!

- Any portable restroom brought to the park must be delivered and picked up on the day of the event. A portable restroom is provided at the park May through October only.

- The City of Berkley must be named as an additional insured party on the supplier's insurance policy for any amusement type equipment contracted for use in any city park. Certificates of insurance must be received by the City of Berkley one week prior to the event date.

- Animals, such as ponies to provide pony rides for an event are prohibited.

- The City of Berkley shall not be held responsible for any property loss, accidents, or damages incurred by person(s) or group(s) using the park or shelter and is released and the applicant agrees to indemnify the City of Berkley from any and all such claims for damages of any nature.

- The applicant is responsible for the general cleanup of the park and shelter equipment. Trash must be picked up and properly disposed of, and all decorations, signage, personal property and equipment must be removed within the rental time period.

- Recycling specific trash containers are not available on the park premises. Please take all recyclable material, cardboard, plastic, etc. with you and dispose of it in the proper containers.

- No alterations in or to the premises shall be made and no holes shall be made or drilled in any part of the structure for any purpose. No signs shall be nailed, tacked or otherwise affixed to trees.

- Loudspeakers or amplification equipment must be turned off no later than 8:00 p.m. At no time shall loudspeakers and/or amplifiers be at a noise level so as to annoy other park users or residents living near the park.

- Reservation holders must comply with State Law and the Berkley Code of Ordinances.

We/I request the use of a Berkley Municipal Park. We/I hereby state that the above rules have been read and agree to abide

Printed Name: _____   *Signature:* _____

Approved rental will receive confirmation after credit card information has secured the date.

DATE: _____