Make checks payable to City of Swartz Creek
8083 Civic Drive, Swartz Creek, Michigan, 48473
Phone: 635-4464 Fax: 635-2887

CITY OF SWARTZ CREEK PAVILION RESERVATION REQUEST

Today's Date: _____

Name of Responsible Party: _____

Address: _____

Phone where you may be reached: _____

Date of Reservation: _____

Nature of Activity: _____

Number of Guests (Estimated): _____

[ ] Elms Park
4125 Elms Road

( ) #1 Pavilion R-$35 NR-$50
( ) #2 Pavilion R-$75 NR-$100
( ) #3 Pavilion R-$20 NR-$35
( ) #4 Pavilion R-$75 NR-$100
( ) #5 Pavilion – First Come

[ ] Winshall Park
5225 Winshall Drive

( ) #1 Pavilion R-$35 NR-$50
( ) #2 Pavilion R-$35 NR-$50
( ) #3 Pavilion R-$35 NR-$50
( ) #4 Pavilion – First Come

R=Resident – NR=Non Resident
Fees are for weekends only.

Non-Reservable: Playscapes, Restrooms, Play Equipment, Tennis Courts, Volleyball Courts, Basketball Courts, Ball Diamonds.

All monies must be paid within ten (10) working days after request is accepted. Only cash payments will be accepted for a rental date of five days or less. Any cancellations must be made two (2) weeks prior to event date, failure to do so will result in the loss of pavilion fee! ABSOLUTELY NO REFUNDS DUE TO WEATHER!!!

I hereby accept responsibility for the care and reasonable clean-up of the above described facilities and for any damages that occur while in use.

SIGNATURE: _____ DATE: ___/___/___

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OFFICE USE ONLY Date of Rental:_____

Employee's Initials: _____ Receipt #: _____

Total amount due: $_____ Payment needed by: ___/___/___

PARK RULES

- Reservation holder must be present at all times and is responsible for all guests and clean-up.
- No alcoholic beverages permitted.
- No open fires (BBQ for food preparation only).
- Pets must be leashed and their waste disposed of properly.
- No pets are allowed in the playscapes or playground equipment areas.
- No defacing of park property, including lawn plantings and tree damage from climbing, swinging, etc.
- No fundraising activities, organizational or public meetings, including gambling, revival acts, unless approved by City Council.
- No parking on lawn or sidewalks.
- No loud music, excessive noise, fireworks, or firearms/weapons allowed in parks.
- No roller blades or skateboards on or in the playscapes, tennis and basketball courts.
- **Park hours** are from **8:00 AM until Dusk** – NO CAMPING!
- Have fun with friends and family.

If there are problems at the park, contact the Swartz Creek City Police at 635-4401 or 911.

Reservation has been made through the City Offices for the following park pavilion:

[ ] Elms Park **or** **[ ] Winshall Park**
4125 Elms Road 5225 Winshall Drive

Pavilion #____ Pavilion #____

On this date: _____

Permit Holder: _____

Authorizing City Official Signature: _____

PROOF OF RESERVATION