

Park Reservation Request

To reserve pavilion or other City Park Amenities

City Hall
150 N. Main Street
Imlay City MI 48444



adminasst@imlaycity.org and
reception@imlaycity.org
810-724-2135

Fee Rates to Reserve		
City Area to Reserve	Resident Rate	Non-Resident Rate
Butterfly Garden and Pergola	\$ 40.00 per 2 Hrs.	\$ 80.00 per 2 Hrs.
Downtown Depot Pavilion**	\$ 50.00 per Day	\$ 100.00 per Day
Lamb/Steele Park Gazebo**	\$ 50.00 per Day	\$ 100.00 per Day
Lions Park Pavilion	\$ 50.00 per Day	\$ 100.00 per Day
Old School Park	\$ 50.00 per Day	\$ 100.00 per Day
Rotary Park Gazebo	\$ 50.00 per Day	\$ 100.00 per Day
Veterans Park	Not Currently Rentable	

** See Rules and Regulations

BALANCE PAID IN FULL AT TIME OF APPLICATION

Reservation Date: _____

Time of Event: Start: _____ End: _____

Name of Group: _____ Non-Profit: Yes No

Type of Activity: _____

Contact Person: _____ Phone: _____

Email: _____

Address: _____

Street

City, State, Zip Code

Waiver of Liability: In consideration of the City of Imlay City allowing us to reserve and use the park property indicated above, we agree to assume any and all liability and to hold the City of Imlay City harmless against any liability which may arise due to the use of the above property, except for those claims arising out of the sole negligence of the City of Imlay City, its agents, and/or employees.

We further acknowledge that the City of Imlay City assumes no responsibility for any damages or injuries that may occur during the use of the property indicated, except for those claims arising out of the sole negligence of the City of Imlay City, its agents, and/or employees.

We further agree to abide by all ordinances, laws, and regulations of the City of Imlay City and the State of Michigan.

Signature: _____ Date: _____

Official Use Only

Fees Received: \$ _____ Date: _____ Staff Initials: _____

Cancellation Contact Person: _____ Date: _____

Refund Authorization: No Refund Refund Amount \$ _____ Staff Initials: _____

Conditions of Use:

Please retain this sheet for your reference. If you have any other questions regarding the facilities, please contact City Hall at (810) 724-2135.

Rental Fees: Rental fee is required to be paid at the time of the reservation request, accompanied with the completed rental form. **Alcohol Park Permit must be applied for at the time of rental and given at least two weeks (2) to process before the event. **

Cancellation Policy: Reservations cancelled at least thirty (30) days prior to your reservation date, your payment will be refunded. Cancellations with less than thirty (30) days notice, WILL NOT be refunded.

Reservations: Reservations made are only for the date and time indicated on the form. City Hall office hours are Monday, Tuesday, Thursday, and Friday from 8:00 a.m. – 4:30 p.m. Wednesday from 1:00 p.m. – 4:30 p.m.

Rules and Regulations:

** Different rules apply for alcohol at the Downtown Depot Pavilion and Lamb Steele Park**

NO OUTSIDE ALCOHOL WILL BE ALLOWED AND NO ALCOHOL PERMIT WILL BE ISSUED THROUGH THE CITY DUE TO THE PAVILLION BEING IN THE SOCIAL DISTRICT

** Businesses may rent Downtown Dept Pavilion for the same fee as residents**

* Alcoholic beverages are ONLY permitted with a valid ALCOHOL PARK PERMIT on file.

* No stapling, nailing, tacking, or taping signs/banners, and decorations on any part of the pavilion. If damage occurs during your reservation, you will be invoiced for repairs.

* You are responsible for general cleaning of the gazebo, pavilion, or pergola after your function. Please remove any signs, posters, and decorations. Trash barrels are provided throughout the park area.

* All Park hours are 7:00 A.M. to 10:00 P.M.

* If you plan to have staked popup tents at any park during your rental, you must have approval from the DPW Superintendent.

* Please see helpful information about our facilities.

City Park Reservation

Helpful Information

Clerk's Office

150 N. Main Street
Imlay City MI 48444

adminasst@imlaycity.org and
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810-724-2135



WEATHER PERMITTING, PICNIC TABLES ARE PUT OUT IN APRIL

Butterfly Garden and Pergola

Electricity - No
Tables - One Large Picnic Table
Grills - No
Restroom Facilities - None

Downtown Depot Pavilion ** No Alcohol **

Electricity - Five two-pronged plugs around the pavilion
Tables - Two Picnic Tables
Grills - No
Restroom Facilities - 2 Handicap Restrooms, Weather Permitting, May thru October

Lamb/Steele Park and Gazebo ** No Alcohol **

Electricity - Two outlets on the gazebo itself; Also, two panels near the east and west of the gazebo area that contain many outlets
Tables - Four Picnic Tables
Grills - One
Restroom Facilities - None

Lions Park and Pavilion

Electricity - No
Tables - Eight Picnic Tables
Grills - One
Restroom Facilities - Weather Permitting, May thru October

Old School Park and Pavilion

Electricity - No
Tables - Two Picnic Tables
Grills - One
Restroom Facilities - Portable Restroom on site, Weather Permitting, May thru October

Rotary Park and Gazebo

Electricity - No
Tables - Two Picnic Tables
Grills - No
Restroom Facilities - Portable Restroom on site, Weather Permitting, May thru October

Veterans Park

Electricity - No
Tables - Two Picnic Tables
Grills - One
Restroom Facilities - None