

Hartland Township
 2655 Clark Road
 Hartland, Michigan 48353
 (810) 632-7498 Office
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SUPERVISOR
 William J. Fountain

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 Larry N. Ciofu

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TRUSTEES
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 Denise M. O'Connell
 Joseph Petrucci

SETTLERS PARK PAVILION RESERVATION

APPLICANT INFORMATION (RESPONSIBLE PARTY)

Last Name		First	
Company			
Street Address			
City	State	Zip	
Phone	E-mail Address		

RESERVATION INFORMATION

Date(s):		Start Time (including setup)		End Time (including cleanup)			
Event Description: <input type="checkbox"/> Graduation party <input type="checkbox"/> Birthday party (age: ____) <input type="checkbox"/> Family/School Reunion <input type="checkbox"/> Community Organization: _____ <input type="checkbox"/> Public Community Event: _____ <input type="checkbox"/> Other: _____							
Expected number of attendees:		<input type="checkbox"/> 0-25	<input type="checkbox"/> 25-50	<input type="checkbox"/> 50-75	<input type="checkbox"/> 75-100	<input type="checkbox"/> 100+	<input type="checkbox"/> Other:

PARK RULES & REGULATIONS

- Park will remain open to general public, including walking path, bathrooms, play structure and parking lot, during all events.
- Park & bathrooms close at dark. (Bathroom locks are on automatic timers.)
- **All vehicles must remain in parking lot area.** No motorized vehicles allowed on grass, pathway, or pavilion apron.
- NO: open flames (including charcoal grills), loud music, fireworks, vending, solicitation, fundraising, booths, tents, signage.
- Pets must be on a leash at all times.
- Park Rules and Regulations apply to all events, unless specifically permitted otherwise. A complete list of park rules and regulations can be found at www.hartlandtwp.com.

Some event conditions may require a Special Event Permit (SEP) be issued through the Planning Dept. SEP must be submitted at least 30 days prior to requested event date. The Public Works Department will review your application to determine the reservation fee. Once the fee has been paid, the reservation will be considered finalized. Reservation fees are non-refundable, Reservation is for Rain or Shine.

Please email questions and application to Karen Vermillion DeputyClerk@hartlandtwp.com

Outside of normal business hours, please contact 810-632-9405 with any issues while using Pavilion.

Applicant acknowledges that he/she has the sole responsibility of complying with the requirements of any applicable Hartland Township Ordinances and policies. Applicant acknowledges pavilion reservations only grant use of the pavilion and agrees to perform proper clean up after event. Applicant agrees to keep the approved reservation permit in his/her possession during the event.

Applicant Signature		Date	
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TOWNSHIP APPROVAL	FEE: \$ _____ (approved by Twp (initials: ____))	Date Paid: _____ Receipt #: _____
The above permit is hereby approved by Hartland Township, with the following conditions/special approvals:		

Township Authorized Signature		Date	
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Date form recd: Calendar