

Hartland Township
 2655 Clark Road
 Hartland, Michigan 48353
 (810) 632-7498 Office



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PARK RESERVATION FORM

PAVILION / FIELD (circle one)

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:		
Expected number of attendees:		

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. (Pavilion lights and 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 and must be picked up after. Mitts are available at the Township Hall during normal business hours.
- 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.
- If the Township deems additional sanitary stations or waste receptacles are necessary, the Township will arrange what is needed and the applicant will be charged (at cost) accordingly.
- Your reservation will be considered confirmed once a reservation form is submitted and approved and the reservation fee has been paid. Reservation fees are due within seven days of approval and are non-refundable. Reservation is for rain or shine.

Applicant acknowledges that they have 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 their possession during the event.

Applicant Signature	Date
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TOWNSHIP APPROVAL	FEE: \$ _____ (approved by Twp (initials: _____))	Fee Due Date: _____ 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 received: Added to Calendar

Please email questions and application to DeputyClerk@hartlandtwp.com

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