

Mission Point Lighthouse

Special Events Policy

STATEMENT OF PURPOSE:

To ensure the protection and preservation of the Mission Point Lighthouse Museum artifacts, buildings and grounds.

Special events may be allowed under the following conditions:

1. All requests for special events (including weddings), must be submitted in writing to the Township/Park Commission on the attached “Use Permit”. The decision of the Township board / Park Commission is final.
2. Events may not interfere with public entry to view the museum, tower, or with other special events sponsored by MPL
3. Alterations to the building or grounds are limited; no changes other than minimal disturbances will be approved. Attaching decoration to the Lighthouse proper is not allowed. Event sponsors must restore the area to its original condition. All events will take place in the designated site area. See attached map.
4. Any expense incurred is the responsibility of the sponsoring group.
5. Peninsula Township is not responsible for accident, injury, loss of personal items or property damage during approved events sponsored by outside groups. All event sponsors must carry liability insurance and provide Peninsula Township and its insurance company with a Certificate of Insurance.
6. The fee to use the Lighthouse grounds for a special event is \$200. There is also a \$100 security deposit that will be returned after inspection of the area at the conclusion of the event. All fees must be submitted with the application.
7. The interior of the historic buildings or structures are not available for use.
8. Included with this application is Ordinance #5 that covers the general use of Peninsula Township parks.

This permit is subject to the following conditions and requirements:

1. All fees must be submitted with the application.
2. Events may not interfere with public entry to the museum and tower.
3. No activities that permanently alter appearance of the grounds or building will be permitted. Attaching decorations to the Lighthouse is prohibited. Event sponsors must restore any area to its original condition. No tents of any kind are allowed.
4. Temporary improvements necessary for the efficient utilization of the premises may be made as indicated. These improvements must be removed immediately after the event.
5. Electricity is not available for event use.
6. Any expenses incurred are the responsibility of the sponsor.
7. Liability: All sponsors must have liability insurance and provide the MPL/Township with an executed Certificate of Insurance. MPL will not be responsible for accident, injury, loss of personal items or property damage during the approved event.

I HAVE READ THE CONDITIONS GOVERNING THIS PERMIT AND AGREE TO ABIDE BY THEM IN THE CONDUCT OF MY EVENT UNDER THIS PERMIT.

Sponsor

Date

Chairman – Park Commission

Date

USE PERMIT

Please complete two copies of this permit for the use of the Mission Point Lighthouse site and return both copies to Peninsula Township, 13235 Center Road, Traverse City, Michigan 49686. An executed copy will be returned to you. Please allow at least 30 days for an executed copy.

Sponsor Name: _____

Address: _____

Phone : _____

Date of Event: _____

Time of Event: _____

Describe purpose, plans and description of the event:
(type of event, number of people, items/objects to be used, ie chairs, etc.)