

Peninsula Township Special Event Application

Please fill this application out completely, read the attached documents, and sign and date at the bottom.

1. Applicant: Name _____
Address: _____

Phone Number(s) _____
Email address _____

2. Date of Your Event _____

3. Type of Event _____

4. Number of People You Are Expecting _____

5. Park You are Requesting to Use _____

6. Will you be bringing in tables, chairs, etc? yes / no

7. Please Describe any Other Details of Your Event :

8. Read the attached information specific to the Park that you are requesting to use and the attached *Peninsula Township Park Regulation Ordinance No. 5.*

I have read Ordinance No. 5 and the specific regulations regarding Bowers Harbor Park / Mission Point Lighthouse Park (circle one) and agree to the terms therein.

Applicant Signature

Date

Printed Name

Contact Phone

For Peninsula Township Official Only

Next Park Commission Meeting _____

Approved / Denied (with reason)

Chairman- Park Commission

Date

Regulations specific to Mission Point Lighthouse Park

All requests for special events must be submitted in writing to the Park Commission for approval. The decision of the Park Commission is final. Please be mindful of the timeframe necessary; Park Commission meetings are once a month.

Special Events scheduled during hours that the Mission Point Lighthouse is open to the public, during Township sponsored events (such as Log Cabin Days, Father Fred annual Motorcycle Ride, etc.) or on certain holidays (Memorial Day, 4th of July, Labor Day, etc.) will not be approved.

The fee to reserve the Lighthouse grounds for a special event is \$400 which includes 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 this application.

Events are limited to 75 people.

All events must take place in the designated site area. *See attached map.*

The Peninsula Township Parks Commission shall have the authority to impose additional regulations if it deems necessary to maintain the health, safety and welfare of those persons using the park facilities, as well as for protection of the parks themselves.

To avoid conflict between events, no more than one Special Event Per day will be permitted.

Events must end by 9 p.m. and the property must be restored to its original condition.

Parking is limited and all members and guests of the event must park in designated areas.

Bathroom facilities include two DNR outside restroom facilities.

The interior of the historic buildings or structures at the Lighthouse are not available for use.

Neither water nor electricity is available for event use.

Alterations to the buildings or grounds are not allowed.

As all township parks are open to the public and quite busy during the summer months, it is likely that park visitors will be in the background of your event.

Damages to Peninsula Township property are the responsibility of the applicant(s).

Liability: Peninsula Township is not responsible for accident, injury, loss of personal items or property damage during approved events. All event applicants must carry liability insurance and provide Peninsula Township with a Certificate of Insurance.

Regulations specific to Bowers Harbor Park

All requests for special events with attendance over 50 persons require completion and submission of the Peninsula Township Special Event Application. The decision of the Park Commission is final. Please be mindful of the timeframe necessary; Park Commission meetings are held once a month.

The Peninsula Township Parks Commission shall have the authority to impose additional regulations if it deems necessary to maintain the health, safety and welfare of those persons using the park facilities, as well as for protection of the parks themselves.

To avoid conflict between events, no more than one Special Event Per day will be permitted.

Events must end by 9 p.m. and the property must be restored to its original condition.

Parking is limited and all members and guests of the event must park in designated areas.

Bathroom facilities include two DNR outside restroom facilities.

As all township parks are open to the public and quite busy during the summer months, it is rather likely that park visitors will be in the background of your event.

Pavilions can be reserved by completing a Pavilion Reservation Request Form and submitting the appropriate fee. Electricity and a grill are provided at each pavilion and available for event use. Contact the Township offices for available dates.

Alterations to the buildings or grounds are not allowed.

Damages to Peninsula Township property are the responsibility of the applicant(s).

Liability: Peninsula Township is not responsible for accident, injury, loss of personal items or property damage during approved events. All Special Event applicants must carry liability insurance and provide Peninsula Township with a Certificate of Insurance.

Security Deposit Form

To be completed by applicant:

Name on event application: _____

Amount of required deposit \$ _____

Name, address, phone /email of person to return deposit to:

For Peninsula Township Official Only

Deposit received on _____

Date

Amount of deposit to be refunded \$ _____

Refund approved by _____ on _____

Name

Date

Refund mailed on _____ by _____

Date

Name (s)