

Policy/Procedure: City Gazebo/Pavilion Rental Policy

Date Adopted or Implemented: January 26, 2009

Revision Date: N/A

Resolution Number (if applicable):

CITY OF SAUGATUCK

The City of Saugatuck allows the use of the Coghlin Park Gazebo, Wicks Park Gazebo and the Mt. Baldhead Pavilion (individually and collectively, "Site") for private events such as wedding/commitment ceremonies, family reunions, club or organization picnics. Private use of a Site is subject to the following policy and rules. ***The City of Saugatuck expressly reserves the right in its sole discretion to cancel a private event for City purposes and a Site user agrees, as a term of its use of a Site, to release and waive all claims of any kind (including a claim for consequential damages), against the City, its officers or employees arising out of cancellation of the user's event.***

Site Users: Please be aware that Coghlin Park, Wicks Park and Mt. Baldhead Park are public parks and will remain open to the public during your rental of a Site.

Reservations: Reservations are on a first come, first served basis. Only one event may be held at or upon a particular Site at a given time.

Time Parameters: Three hour maximum time allotment.

Rental Fee: Non-residents - \$100.00
Residents - Free (must provide proof of residency)
Non-Profit Agency/Group – Free (must provide proof of 501(c)(3) status)

Refunds: NO refunds will be provided unless the City cancels the rental as provided for in this Policy, in which case the City will issue a full refund of any rental fee paid.

Restrictions: In accordance with the City of Saugatuck Code of Ordinances, the following is strictly prohibited at or upon a Site or other City park property:

- Alcohol
- Fires
- "Roping off" or otherwise limiting access to a section of a public area for a private event
- Decorations including but not limited to walkways, trellises, pillars, large tables, tents, torches or similar equipment
- Nails, tacks or staples used on a pavilion or gazebo
- Throwing confetti, rice, birdseed or like material
- Electronic sound amplification equipment of any nature unless approved in advance by the City Manager or his/her designee

In addition, while seating for a private event cannot be set-up in advance, event attendees can bring their own chairs for use during an event.

Indemnity: Each user of a Site, as part of its rental of a Site and as a condition to the right to use of the Site, shall indemnify and hold harmless the City of Saugatuck, as well as its officials, agents, and employees from and against any and all claims, damages, causes of action or costs, of any kind or nature, arising out of the rental or use of a Site as provided for in this Policy, except as to claims caused by the gross negligence of the City, its officers or employees. Nothing in this Policy shall be interpreted or treated as a waiver or release by the City of any defenses or immunities to which it is otherwise entitled by law.

Cleanup/Damages: Please be respectful of our City Parks and facilities. If any City property is damaged, please inform City Hall at the conclusion of your event. Resolution of any damages will be handled on a case-by-case basis.

