

Park Shelter Reservation Information



Parks, Recreation and Cultural Services Department
 45175 Ten Mile Road Novi, Michigan 48375
 (248) 347-0400 / Fax: (248) 347-3286 / noviparks@cityofnovi.org
Reserve online at cityofnovi.org/rentals

FACILITY AVAILABILITY: In-Season is Saturday of Memorial Day weekend through Labor Day			
In-Season Weekday/Weekend Hours	Sunday-Saturday	8 a.m.- 9 p.m.	
Off-Season Weekday/Weekend Hours	Sunday-Saturday	9 a.m.- Dusk	
RENTAL OPTIONS	CAPACITY	RESIDENT DAILY FEE	NON-RESIDENT DAILY FEE
Lakeshore Park 601 S. Lake Drive, Novi, MI	Full Day rental 9 a.m. – 9 p.m. Half Day rental 9 a.m. – 3 p.m. or 4 p.m. – 9 p.m. Half day rentals available in season only.		
<i>Shelter 1</i> (Electric available) (36'x75') – 16-18 picnic tables	160 people	\$75 Half Day \$150 Full Day	\$100 Half Day \$200 Full Day
<i>Shelter 2</i> (Electric available) (20'x 30') – 4-6 picnic tables	35 people	\$60 Half Day \$120 Full Day	\$85 Half Day \$170 Full Day
<i>Shelter 3</i> (22'x40') – 8-10 picnic tables	80 people	\$60 Half Day \$120 Full Day	\$85 Half Day \$170 Full Day
ITC Community Sports Park 51000 8 Mile Rd., Northville, MI (Electric available) (30'x40') – 8-10 picnic tables	80 people	\$145	\$195
Rotary Park 22220 Roethel Drive, Novi, MI (48'x20') – 8-10 picnic tables	80 people	\$120	\$170
Wildlife Woods Park 26600 Wixom Road, Novi, MI (Electric available) (30'x40') – 8-10 picnic tables	80 people	\$145	\$195

POLICIES AND RULES

1. The City of Novi Parks, Recreation and Cultural Services Department reserves the right to refuse the use of the facility to any person or organization for just cause, with or without due notice and to limit the frequency of facility use by any group or organization, if the department Director determines the applicant has violated the Rental Policy and has denied to others fair use of facilities.
2. **Park shelter reservations must be completed online or in person at the Novi Civic Center.**
 - Applications for one-time use will be processed on a first come, first-serve basis.
 - Shelter is paid in full upon making reservation.
 - Phone reservations are not accepted.
 - Rental may not be for profit or for a continual recreational type program.
3. **The City of Novi does not allow private functions to charge a fee, admission or accept donations.**
 - Sales of merchandise, products and services are prohibited.
 - No collection or distribution of funds at the shelter.
4. **Restrictions for Renters**
 - Any individual or group representative must be at least 21 years of age to reserve a shelter.
 - Residents may not make reservations on behalf of non-Novoi businesses or groups.
 - To receive resident rate, the renter must show proof of identification and provide driver's license number.
 - There is no discount for non-profit organizations.
5. **Alcohol Allowance Policy**
 - No alcoholic beverages permitted at ITC Community Sports Park, Rotary Park, and Wildlife Woods.
 - Beer and wine **only** allowed only at Lakeshore Park.
 - No glass bottles permitted.
6. **Caterer / Food Truck Requirements** –14 days prior to rental, the renter is required to provide:
 - A copy of restaurant / caterer / food truck's State of Michigan food service license.
 - Proof of a General Liability Insurance Rider for \$1 million.
 - A Rental Insurance Endorsement form is required from the caterer.
 - **If the above documents are not received, the caterer will not be allowed to set up or serve.**

Liability insurance, food license and endorsement requirements:

Requirements:	General Liability Insurance	State of Michigan License	Endorsement
Potluck/No Caterer	No	No	No
Caterer Dropping Off	No	Yes	No
Caterer / Food Truck Serving On Site	Yes	Yes	Yes

- General liability insurance rider from the vendor must name the following as additionally insured for \$1 million:
 City of Novi
 45175 Ten Mile Road
 Novi, MI, 48375
- It is the responsibility of the renter to ensure Novi Parks' office has all necessary liability insurance, food license and endorsement documentation from any hired third-party vendors TWO WEEKS prior to the rental. Documentation should be sent to noviparks@cityofnovi.org. If the documents are not received two weeks prior to the rental date, the vendor will not be allowed to set up or serve.

7. Rental Times

- Shelter needs to be vacated by renters, guests, and contractors at the end of the rental time / park closing time.

8. Decorations

- All decorations must be removed at the conclusion of event.
- Do not use nails or staples to adhere decorations.
- Confetti, glitter, birdseed, rice, and the like are not allowed.
- No balloon releases.

9. Fire Prevention Regulations

- No open flames allowed. **Exceptions:** Sterno for heating food and grills.
- Capacity maximum of shelters must be observed.
- No fireworks, sparklers, smoke bombs, or anything that could start fires.

10. Grills

- Every park shelter has a charcoal grill (36' x 41' or 16' x 16').
- Grills must be cleaned.
- Coals should be left in the grill, not placed in trash bins. Putting hot coals in trash cans can destroy the receptacle and cause a fire.
- Small portable propane grills are allowed.

11. Rental Space and Equipment

- Set up is restricted to the shelter rented. Additional items such as tables, tents, chairs, arches, and other structures to expand rental space is prohibited.
- Reservation is for shelter only. No other park facilities are reserved, such as beach, playground equipment, volleyball, basketball, or tennis courts.
- Tables not under the shelter are for public use and not reserved.
- Number of picnic tables at each shelter is subject to availability.

12. NO Inflatables / Bounce Houses / Carnival Entertainment

- Inflatables, bounce houses, carnival games, trains, specialty drink machines or water games are not allowed at any Novi Park.
- No live animal exhibits or rides.

13. Music / Sound

- No amplified sound: speakers, DJ's, karaoke, live music, blow up movie screens and the like.
- Sound must be contained in shelter space.
- No generators or vehicles used for power to shelter.

14. Clean up requirements

- Renter is responsible to clean the facility after the rental.
- Damage to the facility or equipment shall be the financial responsibility of the renter.

15. Lakeshore Beach

- Swim at your own risk.
- Participants must enter/exit beach area through the tunnel only.
- No swimming to or from designated swim area to watercraft.
- Watercraft launching or docking is not available and not permitted.
- Animals are not permitted on the beach.
- Swimming allowed only in designated areas.
- No glass containers allowed.
- No fishing.

Cancellation / Refund Policy

1. A date or location change is allowed once with a \$25 administrative fee, provided there is availability. Changes must be done at least two weeks before the rental date in person at the Novi Civic Center.
2. No refunds or date changes due to weather.
3. Cancellations must be three weeks prior to rental date. A \$50 cancellation fee for a full day rental and \$25 fee for half day will be charged. No refunds for cancellations less than three weeks before rental date.
4. Reservation requests made less than three weeks before the rental date are non-refundable.
5. Cancellations must be in writing and include name, shelter, park, date, and reason for cancellation by the person who made the initial reservation. Email to noviparks@cityofnovi.org

The rental group MUST always keep a copy of the rental agreement in their possession during their rental period for verification of use.



APPLICATION FOR PARK SHELTER RESERVATION

Parks, Recreation and Cultural Services Department
 45175 Ten Mile Road, Novi, MI 48375
 248.347.0400 / F: 248.347.3286 / noviparks@cityofnovi.org
cityofnovi.org

Name: _____ Phone: _____

Name of Group (i.e. church, business): _____

Home/Group Address: _____

Driver's License #: _____ Email: _____

Date Requested: _____ Number Attending: _____

Estimated Start Time: _____ Estimated End Time: _____

Type of Activity: _____

Caterer / Restaurant / Food Truck Providing Food: Yes / No (circle one)
 If yes, please see reservation packet for requirements and deadlines (two weeks prior to reservation).

Half day rentals available in season only.

Lakeshore Shelter 1	Full Day	½ day 9:00-3:00	½ day 4:00-9:00
Lakeshore Shelter 2	Full Day	½ day 9:00-3:00	½ day 4:00-9:00
Lakeshore Shelter 3	Full Day	½ day 9:00-3:00	½ day 4:00-9:00
ITC – Full day	Rotary - Full Day		Wildlife Woods – Full Day

I hereby make this application for the use of the above-mentioned facility on the date and hours stated. I also certify that the information on the application is true and that I have read and agree to abide by the rental policy pertaining to the use of the shelter as adopted by the City of Novi Parks, Recreation and Cultural Services Department. I also agree to the fee charged and shall be responsible pertaining to the use of the facility in accordance with the rental policy.

I further agree to indemnify, defend and hold harmless the City of Novi, its officers, agents and employees from and against all loss or expense (including costs and attorney fees) by reason of liability imposed by law upon the City of Novi, its officers, agents and employees for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons, or an account of damage to property, including loss of use thereof, arising out of or in consequence of the performance of this contract, whether such injuries to persons or damage to property is due or claimed to be due to the negligence of the contractor, the City of Novi, its officers, agents and employees, excepting only such injury or damage as shall have been occasioned by the sole negligence of the City of Novi, its officers, agents and employees.

Signature _____ **Date** _____

Reservations can be made online at the City of Novi website www.cityofnovi.org/rentals or in person at the Novi Civic Center Park's office.