

# 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](mailto:noviparks@cityofnovi.org)  
**Reserve online at [cityofnovi.org/rentals](http://cityofnovi.org/rentals)**

<b>FACILITY AVAILABILITY:</b> In-Season is Saturday of Memorial Day weekend through Labor Day			
<b>In-Season Weekday/Weekend Hours</b>		Sunday-Saturday	8 a.m.-9 p.m.
<b>Off-Season Weekday/Weekend Hours</b>		Sunday-Saturday	8 a.m.-Dusk
RENTAL OPTIONS	CAPACITY	RESIDENT DAILY FEE	NON-RESIDENT DAILY FEE
<b>Lakeshore Park</b> <b>601 S. Lake Drive, Novi, MI</b>			
Lakeshore Park shelters are not expected to be available in 2019 due to construction.			
Shelter 1 (Electric available) (40'x70') – 20 picnic tables	175 people	\$125	\$175
Shelter 2 (Electric available) (20'x30') – 8 picnic tables	50 people	\$100	\$150
Shelter 3 (20'x40') – 10 picnic tables	80 people	\$100	\$150
<b>ITC Community Sports Park</b> <b>51000 8 Mile Rd., Northville, MI</b> (Electric available) (30'x40') – 10 picnic tables			
	80 people	\$125	\$175
<b>Rotary Park</b> <b>22220 Roethel Drive, Novi, MI</b> (Electric on restroom facility; no electric on shelter) (48'x20') – 10 picnic tables			
	80 people	\$100	\$150
<b>Wildlife Woods Park</b> <b>26442 Wixom Road, Novi, MI</b> (Electric available) (30'x40') – 10 picnic tables			
	80 people	\$125	\$175

**Payment:**

Rental payment must be made in full upon making a reservation request in person or by reserving online. Full payment can be made via cash, check, MasterCard, Visa, Discover or American Express.

**Cancellation and Refund Policy:**

- If the applicant cancels their approved reservation more than two weeks before the scheduled rental date, they will receive a full refund **IF** the facility is re-rented by the scheduled rental date.
- If the applicant cancels their approved reservation less than two weeks before the scheduled rental date, they will receive a full refund minus a 15 percent administrative fee **IF** the facility is re-rented by the scheduled rental date.
- If the facility is not re-rented by the scheduled rental date, the applicant will forfeit the entire rental fee.
- Refunds are not given for cancellations due to inclement weather.

**Additional Information**

- No carnival type games (i.e. bounce house), specialty type drink machines or water games UNLESS prior approval is arranged.
- All rental groups should have a copy of the rental application in their possession on the rental day. **In the case of a conflict, you may call the Novi Police non-emergency line at (248) 348-7100.**
- The applicant must be at least 21 years of age. This applicant shall be responsible for the proper use of the facilities by any person participating in the activity, and/or the organization he or she is representing.
- A resident business is described as a business paying property taxes to the City of Novi. An individual working within the City for a resident business does not qualify for the resident registration fees.
- **Liability insurance, food license and endorsement requirements:**

<b>Requirements:</b>	<b>General Liability Insurance</b>	<b>State of Michigan License</b>	<b>Endorsement</b>
<b>Potluck/No Caterer</b>	<b>No</b>	<b>No</b>	<b>No</b>
<b>Caterer Dropping Off</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
<b>Caterer Serving On Site</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Inflatable/Bounce House</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>

- General liability insurance rider from the vendor must name the following 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](mailto:noviparks@cityofnovi.org). If the above documents are not received, the vendor will not be allowed to set up or serve.**

## POLICIES AND RULES

1. The City of Novi Parks, Recreation and Cultural Services Department is responsible for the operations of all Park Facilities. The Parks, Recreation and Cultural Services 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 facilities use by any group or organization, if the Director of the Department determines the applicant has violated the Rental Policy or has denied to others the fair use of the facilities.
2. The facilities may only be reserved by the same person or group one (1) time per month during "in-season." Off-season reservations shall be taken with limited services available.
3. The person(s) or group using the facilities shall comply with all park rules and regulations as set forth by the City of Novi.
4. The Picnic Shelter(s) shall be available for full service rental use on available dates from the Saturday of Memorial Day weekend through Labor Day. Full service includes: Lakeshore Park: beach and restrooms (The Parks, Recreation and Cultural Services Department has the right to close the beach due to insufficient lifeguard staff.) ITC Community Sports Park, Rotary Park, Wildlife Woods: Restrooms, no staff on duty. The shelters at Lakeshore may be reserved during part of the off-season (limited services available) between May 1-Oct. 31.
5. The City of Novi shall not be held responsible for any property loss, accidents, or damages incurred by the person(s) or group using the facility and is released from any and all such claims for damages.
6. An application must be completed and submitted to Novi Parks, Recreation and Cultural Services either online or in person by the person whose name appears on the form. Proper identification will be required.
7. The applicant shall be responsible for the proper use of the facilities by all participants for the entire rental period including, but not limited to the following:
  - A. Proper and orderly behavior shall be maintained.
  - B. Damages made to the facilities or equipment during time of use shall be the financial responsibility of the applicant.
  - C. Removal, changes, or revisions of equipment or property within the facilities without prior approval of the Parks, Recreation and Cultural Services Director is not allowed.
  - D. The facility is left clean and neat, and does not require any special work or repairs above normal maintenance duties. Grills must be cleared off/cleaned and coals should be left in the grill, NOT placed in City garbage bins.
  - E. NO AMPLIFIERS - i.e. Karaoke, Bands, DJ
  - F. No collection of funds at the shelter (ie. no registrations, fundraiser donations, etc.)

G. LAKESHORE PARK BEACH USE:

1. Participants must enter/exit beach area through the tunnel only. (No swimming to or from designated swim area to or from watercraft).
  2. Watercraft launching or docking is not available and not permitted.
  3. Animals are not permitted on the beach.
  4. Swimming allowed only in designated areas.
  5. No glass containers allowed.
  6. No fishing from any area on city property.
8. Residents **may not** make reservations on behalf of non-Novu businesses or groups (i.e. a Novu resident who belongs to a non-Novu Church may not reserve the facility for the church) at resident rates.
9. All rentals shall be made per day, and a day shall be considered during normal park hours 8 a.m.-9 p.m. in-season and 8 a.m.-dusk off-season. However, once a rental agreement holder vacates the facility, the reservation agreement shall be terminated.



# 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**

## PARK SHELTER RENTAL APPLICATION

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Home/Group Address: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Number Attending: \_\_\_\_\_

Email: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Estimated Start Time: \_\_\_\_\_ Estimated End Time: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

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

**Please indicate facility requested** (\*No electricity at this shelter)

**Lakeshore Park** (Unavailable for 2019)

\_\_\_ Shelter 1 (40x70, Capacity 175)

\_\_\_ **Rotary Park\*** (48x20, Capacity 80)

\_\_\_ Shelter 2 (20x30, Capacity 50)

\_\_\_ **Wildlife Woods Park** (30x40, Capacity 80)

\_\_\_ Shelter 3\* (20x40, Capacity 80)

\_\_\_ **ITC Community Sports Park** (30x40, Capacity 80)

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** \_\_\_\_\_

**\*\*\*\*\*PLEASE NOTE\*\*\*\*\***

The rental group **MUST** keep a copy of the rental agreement in their possession at all times during their rental period for verification of use.

**Office Use Only**

Amount Paid: \_\_\_\_\_ Check \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card \_\_\_\_\_  
Authorized \_\_\_\_\_ Date \_\_\_\_\_  
Additional Comments \_\_\_\_\_

**CREDIT CARD USE ONLY:**

Please check:  VISA     MASTERCARD     DISCOVER     AMERICAN EXPRESS  
Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_  
Print Card Holder's Name: \_\_\_\_\_ Security Code \_\_\_\_\_  
Card Holder's Signature: \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  Insurance Agent's Company Name  Address	CONTACT NAME:		
	PHONE (A/C, No, Ext):	FAX (A/C, No):	
	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED  Name & Address of Insured	INSURER A :		
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

**COVERAGES**

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		<input checked="" type="checkbox"/>	NNNNNN	mm/dd/yy	mm/dd/yy	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		<input checked="" type="checkbox"/>	NNNNNN	mm/dd/yy	mm/dd/yy	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <b>EXCESS LIAB</b> DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			NNNNNN	mm/dd/yy	mm/dd/yy	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

A 30 day notice of cancellation applies.

**CERTIFICATE HOLDER****CANCELLATION**

City of Novi Attn: Parks, Recreation & Cultural Services 45175 Ten Mile Road Novi, MI 48375	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY

# must match certificate

CG 20 26 07 04

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### **SCHEDULE**

**Name Of Additional Insured Person(s) Or Organization(s)**

City of Novi  
45175 10 Mile Road  
Novi, MI 48375

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.