

PARK FACILITY RESERVATION REQUEST

Thanks for choosing a Grand Rapids Parks & Recreation park facility for your event! Please complete this form to help us better understand your needs. A beer/wine permit may be added to your rental. See reverse side for details.

RENTER INFORMATION

Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

EVENT INFORMATION

Rental date (MM/DD/YY): _____ Start time: _____ End time: _____

Type of event: _____ Expected attendance: _____

FACILITY INFORMATION

Outdoor Picnic Shelters (May-Nov)

(\$65 for 4 hours, \$10 each additional hour)

- Aberdeen Park Shelter (seats 60)  
- Briggs Park Shelter (seats 24) 
- Campau Park Shelter (seats 24)  
- Dickinson Park Shelter (seats 24)  
- Eastern Park Shelter (seats 24) 
- Garfield Park NW Shelters (seats 72) 
- Garfield Park Playground Shelter (seats 24) 
- Huff Park Shelter (seats 54) 
- Joe Taylor Park Shelter (seats 24)  
- MacKay-Jaycees Park Shelter (seats 60) 
- Mary Waters Park Shelter (seats 36)  
- MLK Park Shelter (seats 24) 
- Mulick Park Shelter (seats 24)  
- Roberto Clemente Park Shelter (seats 24) 

- Roosevelt Park Shelter (seats 12)  
- Sixth St Park Shelter (seats 24)
- Westtown Commons Shelter (seats 24)  

Riverside Park Outdoor Shelters (May-Nov)

(4-hour rental, \$10 each additional hour)

- Bandshell - \$125 (seats 100)
- Island Shelter - \$100 (seats 75) 
- Riverbend Shelter - \$100 (seats 75) 

Indoor Facilities (year-round)

(\$45 per hour, 2 hour minimum)

- Garfield Park Gym (seats 150)
- Richmond Park Pavilion/Patio/Deck (seats 75) 
- Wilcox Park Pavilion/Patio (seats 60)  

Gyms for Athletic Use (year-round)

(\$40 per hour, 2 hour minimum)

- Garfield Park Gym

Legend  Playground nearby  Splashpad nearby  No restroom on-site

For a complete list of all amenities and park locations, explore the parks directory at grandrapidsmi.gov/parks

Refund Policy: Refunds are issued less a \$10 processing fee if requested 30 days prior to the rental date. No refunds will be issued less than 30 days prior to the rental date.

Continue to permits/payment ➔



BEER & WINE PERMIT (OPTIONAL)

If you'd like to serve beer and/or wine in a park facility, you'll need to complete this form, pay a \$35 permit fee, and have it authorized. If you don't plan on serving beer and/or wine, continue to the payment section.

POLICIES

Rental Location: _____

Rental Date: _____

- You must be 21 years of age
- Your beer/wine permit is a privilege, not a right. Use it responsibly.
- Your permit authorizes you to have/consume **beer and wine only** and is restricted to the facility that you have reserved for use.
- The permit must be on site at all times that the group is present. When the person who obtained the permit leaves the site, the permit is no longer valid.
- The person in whose name the permit will be given must come into our office to sign the permit and provide a valid driver's license picture I.D.
- Alcohol cannot be sold at your event. This permit allows you to bring your own.
- A beer/wine permit does not allow you to drink in the parking lot, restrooms, playground, swimming pool, or while walking around the park.
- The person that obtains the beer/wine permit is responsible for insuring that only people of legal drinking age are consuming and that people in the group do not get out of control.

AGREEMENT (if you are not serving alcohol, skip this section and continue to the payment section)

By my signature immediately below, I accept this agreement and acknowledge that all of the statements that I have made on this form are true and complete to the best of my knowledge. I will follow the rules and regulations of Grand Rapids Parks and Recreation. I hereby request permission for the possession/consumption of beer and/or wine for the date, time and immediate area only as specified.

As an authorized representative of _____, I agree to have this permit in my possession at the event for which this permit is being issued. I accept responsibility for any damage to any equipment and/or property, and assume full liability for my group or organization's activities.

Name (print): _____

Signature: _____

Authorized by: _____

Date (MM/DD/YY): _____

PAYMENT INFORMATION

Facility rental fee: _____ Beer/wine fee: _____ Total: _____

Method: Cash Card Check

Card #: _____ Exp. (MM/YY): _____ CVV# (on back): _____

We accept Visa, Mastercard, Discover & Amex

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Drop off or mail to 201 Market Ave SW, Grand Rapids, MI 49503

Questions? Call 616-456-3696