



**CITY OF LIVONIA
Department of Parks and Recreation**

PAVILION RENTAL GUIDELINES

Pavilion Rental Dates & Hours: May 1 - September 30, 2019 - 9:00 a.m. – 9:00 p.m.

GENERAL PARK/PAVILION RULES AND POLICIES

1. Full payment for the Pavilion rental is required at the time of reservation and must be completed in person.
2. Tents, portable grills, inflatables and large groups (20+) require permit.
3. Permit only assures use of the specified area of the park and not exclusive use of the park.
4. Permit does not grant access to pool facilities.
5. Picnic tables are assigned to picnic areas by group size based on approximately 8 people per table.
6. Parking must be shared by all park patrons and will be used on a first come, first serve basis.
7. Additional picnic tables will not be provided for groups that exceed the recommended picnic area capacity.
8. Relocation of picnic tables from one area to another is prohibited.
9. The pavilion rental permit must be carried with the permit holder at all times during the event.
10. For a complete list of Park rules, please visit our website at <https://www.ci.livonia.mi.us/221/Parks-Recreation>.

PAVILION LOCATIONS AND FEES

Pavilion Name & Location	# of People	Electricity Available	Bathroom Facilities	*Resident Fee	^Non-Resident Fee
Rotary Park #1	100-200	Yes	Comfort Station	\$125	\$200
Rotary Park #2	25-30	Yes	Comfort Station	\$65	\$135
Rotary Park #3	70-80	Yes	Comfort Station	\$100	\$175
Rotary Park #4	70-80	Yes	Comfort Station	\$100	\$175
Rotary Park #5	25-30	No	Comfort Station	\$65	\$135
Bicentennial Park/Ben Celani	70-80	No	Port-a-John	\$100	\$175
Stymelski/Veteran's Park	70-80	Yes	Port-a-John	\$100	\$175
Mies Park	25-30	Yes	Port-a-John	\$65	\$135
Shelden Park	25-30	No	Port-a-John	\$65	\$135
Clements Circle Park	25-30	No	Port-a-John	\$65	\$135

*Resident: Organization or responsible party that resides in the city of Livonia.

^Non-Resident: Responsible party or organization that resides outside the city of Livonia whether they are sponsored by a Livonia resident or not.

ELECTRICITY LOCATIONS

1. Electric boxes at Rotary Park Pavilions 2, 3, & 4 are located outside the pavilions. You will need a 50-foot extension cord & multi-plug to use the electricity. You may bring more than one extension cord & multi plug.
2. Electric box at Veteran's Park is located on a pole near the sand volleyball court. You will need a 200-foot extension cord & a multi-plug to use the electricity.
3. Electric box at Mies Park is located on a pole between the pavilion & the play set. You will need a 100-foot extension cord along with a multi-plug to use of the electricity.

PROHIBITED ITEMS

1. Parking on any grassy area in is prohibited in any of the City of Livonia Parks.
2. Table glitter and confetti are prohibited in any of the City of Livonia Parks
 - a. A \$50 fee will be charged if you do not clean up balloon remnants, leftover food, tape, staples, etc.
3. **Loud music, disc jockeys, bands, and amplified/loud music is not permitted.**
 - a. **A small radio is allowed, but must be kept at a level to not disturb other park patrons**
4. Dunk tanks, livestock, farm animals, or wild animals are not permitted at any City of Livonia Park or Park Facility.

REFUND POLICY

In the event, you decide not to use the pavilion on your scheduled date, we encourage you to contact the Parks & Recreation Department. No refunds will be given without 3 weeks advanced written notice of cancellation. A \$10.00 PROCESSING FEE will be charged. No Rain Checks will be issued.

ALCOHOLIC BEVERAGES

-Alcoholic beverages, including beer, are prohibited in all public parks, except by permit from the Livonia Police Department.

-IF ALCOHOL WILL BE CONSUMED BY ANYONE IN YOUR GROUP, AN ALCOHOL PERMIT MUST BE OBTAINED FROM THE LIVONIA POLICE DEPARTMENT (NO CHARGE).

-Permits must be obtained one week in advance of the picnic from Livonia Police Headquarters (15050 Farmington Road, 8:30 a.m. – 4:30 p.m., Monday-Friday).

-Your pavilion rental permit must be presented when applying for an alcoholic beverage permit.

-Alcoholic beverages are not to be consumed at or near ball diamond areas. A Certificate of Insurance for Permitted Activities may be required. See Insurance Requirements for details.

SPECIAL CONSIDERATIONS

If your group is interested in offering the below services, you will need Departmental approval and a Certificate of Liability Insurance (\$1,000,000) from the company providing these services naming the City of Livonia as additional insured.

-CANOPIES/TENTS

-CATERERS

-PORT-A-JOHN'S

-INFLATABLE ATTRACTIONS*

***You must supply separate power supply for any inflatable attraction(s)**

Please make your request in writing at LEAST ONE MONTH PRIOR to reservation date by submitting a “**Special Consideration Request**” form. You may mail or fax (734-466-2679) in your form. Upon approval, you will receive a copy for your records. Please send your request to:

Livonia Parks & Recreation
Attn: Karla Sadler
15100 Hubbard
Livonia, MI 48154

INSURANCE REQUIREMENTS

The following groups must provide a CERTIFICATE OF LIABILITY INSURANCE naming the City of Livonia as additional insured, (\$1,000,000) on the certificate:

-Churches

-Boy/Girl Scouts or similar groups

-School Groups

-Businesses/Industrial Corporations

-Sports Leagues

-Fraternal Organizations/Clubs

-Class Reunions

-Civic Associations

Certificates must be submitted at least one month prior to picnic date.

For further information please call us at 734-466-2900