

**Suttons Bay Township**  
95 West Fourth Street  
P.O. Box 457  
Suttons Bay, MI 49682  
Office Phone: (231) 271-2722 Office Fax: (231) 271-2773  
Email: clerk@suttonsbaytwp.com

**Ice Rink Park Reservation Request Form**  
*(This form is used only for reservations during warm weather months)*

Person/Organization ("User") Requesting Ice Rink Park: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Refund Check to: Name: \_\_\_\_\_ Address: \_\_\_\_\_

**Date of Requested Event:**\* \_\_\_\_\_ **Expected Number of Attendees:** \_\_\_\_\_

**Rental Time Requested:** ( ) 10:00am-2:00pm ( ) 3:00pm-7:00pm ( ) 10:00am-7:00pm  
( ) \_\_\_\_\_ Alternate time must be approved by the township

**\*Call Suttons Bay Township at 231-271-2722 to check availability**

**Rental Deposit:** No Fee is charged, however, a \$100 deposit is required for all reservations payable at the time of reservation. Deposit is refundable provided User cleans area before vacating the park and abides by all park rules.

Port-a-Johns and/or trash receptacles (if required by the township) must be arranged and paid for by the User.

My signature on this Reservation Form acknowledges that I have received a copy of the Park Rules and Township Ordinance and agree to abide fully with their provisions.

**USER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

+++++++OFFICE USE ONLY+++++++

**DEPOSIT AMT. PAID:** \_\_\_\_\_ **CASH/CHECK#:** \_\_\_\_\_

**RECEIVED BY:** \_\_\_\_\_ **DATE RECEIVED:** \_\_\_\_\_

**DEPOSIT FEE RETURNED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## ICE RINK PARK RULES

- (A) The Ice Rink Park is open for use by the public from dawn until 10:00 pm. Ice Rink Park may be reserved in advance for specific periods of time.
- (B) Ice Rink Park reservation requests must be made, submitted, and received/approved, and the rental deposit fee paid to the Suttons Bay Township Office at least one week before the time of reservation. The User should check with the township office for availability. Suttons Bay Township will not accept any Ice Rink Park reservation request more than six (6) months before the desired reservation date. The amount of the deposit shall be set by motion or resolution of the Suttons Bay Township Board.
- (C) An approved applicant, hereafter called the "User", assumes responsibility for any and all damage to Suttons Bay Township property and any injury or damage to the person or property of the applicant or any third party which is caused by the User or any guest of the User, and shall indemnify and hold harmless the Suttons Bay Township from any and all claims, awards, or attorney fees in the event of any such injury or damage.
- (D) The User shall be responsible for its own cleanup immediately following the event and the User must leave the area in the same condition in which it was found. If Suttons Bay Township must clean the area following the event, the User shall be charged all expenses of cleanup and such expenses shall not be limited to the User's deposit amount. The designated township representative will determine "same condition" and the township representative's decision on the matter is final.
- (E) The reservation may be revoked at any time for violation of these rules, the township "The Parks Ordinance" or for a violation of state law or any township Ordinance that has occurred or is occurring at the Ice Rink Park, by the Suttons Bay Township Supervisor or their designated representative, any law enforcement agency that has jurisdiction in the Township, or any other person or agency authorized by the Suttons Bay Township Board to make such a reservation revocation.
- (F) Dogs or other animals are permitted in the Ice Rink Park; however, they must be on leash at all times. The owner or person in control of a dog or animal is responsible for cleaning up any and all solid waste left by the dog or animal.
- (G) No Commercial activities are permitted unless authorized by the township board.
- (H) No person may engage in violent, abusive, excessively loud, boisterous, vulgar, obscene, or disorderly conduct of any time.
- (I) The use of loud speakers, public address systems, or sound amplifying equipment which disturbs the neighborhood are prohibited unless approved by the township board. Operation of excessively loud radios or similar devices are also prohibited.
- (J) Since the park is located within a residential district, the User is advised to check with the Village of Suttons Bay regarding specific ordinances which may effect some activities and the use of temporary structures.
- (K) It's unlawful to serve, possess or consume any alcoholic beverage in the Ice Rink Park, except for beer and/or wine, in posted areas, unless authorized by special permit by the township board.
- (L) All applicable sections of the township "The Parks Ordinance" must be followed.