

# PARK FACILITY RENTAL POLICY

City of Wixom  
 49015 Pontiac Trail  
 Wixom, MI 48393 \* 248-624-2850



1. All lessees of the pavilion must submit proper reservation form, rental fee, and sign the hold harmless agreement before their engagement date.
2. A \$125 dollar NON-REFUNDABLE RENTAL FEE will be charged to each lessee.
3. FULL PAYMENT IS REQUIRED TO RESERVE YOUR DATE. This includes the rental fee & \$100 refundable security deposit. The security deposit will be refunded provided the park remains in an appropriate and acceptable condition to be verified by City of Wixom Staff.
4. A \$25 daily non-refundable fee will be charged to reserve a softball field.
5. Due to the parks also being open to the public, permit holders DO NOT have exclusive use of basketball and tennis courts, park grills, play structure or the softball field (unless rented).
6. Reservations are non-transferable and the person who signs this contract is at sole responsibility.
7. Permits may be obtained from the Community Services Department. All items must be immediately removed following your event.
8. The City of Wixom will provide ten picnic tables under the pavilion. If you are requesting any additional tables or any tables to be moved, there will be an additional fee.

## FEE SCHEDULE

Facility	Fee
Tent Rental- Sibley Square	\$300
Tent Rental- Sibley Square Non-concert days	\$125
Pavilion- Gunnar Mettala, Gilbert Willis Sibley Square	\$125

Facility	Fee
Gazebo- Gilbert Willis	\$60
G.W. Ball Field #1	\$25
G.W. Ball Field #2	\$25
Walled Lake Schools/ Government Function	\$25
Security Deposit	\$100

## PARK RULES

1. Park Hours are 7 AM to 10 PM
2. No beverages in glass containers are allowed.
3. Vehicles are allowed on roadways and in designated parking areas only.
4. Road to pavilion for loading and unloading only - NO PARKING ALLOWED.
5. Explosives and fireworks are prohibited.
6. Animals must be on a leash.
7. Persons with a permit are primary users of the permitted areas.

A complete set of park rules, Ordinance 3127-A-1 is available from the City Clerks Office upon request. Your park permit is your confirmation of rental for the day. Make sure you have your permit with you at all times. If you have any problems once you arrive at the park, please call the Wixom Police Department at 248-624-1111 and they will assist you.

# PARK FACILITY RENTAL APPLICATION

\_\_\_\_\_ Gunnar Mettala Park- 645 Mettala Rd  
 \_\_\_\_\_ Gilbert Willis Park- 2199 Chickasaw  
 \_\_\_\_\_ Sibley Square Park-48900 Pontiac Trail



Rental Date \_\_\_\_\_ Day of week M T W T H F S S F \_\_\_\_\_

Contact Person \_\_\_\_\_ Day Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Type of Function \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Facility	Fee	Enter Amount
Tent Rental- Sibley Square	\$300	
Tent Rental- Sibley Square Non-concert days	\$125	
Pavilion- Gunnar Mettala, Gilbert Willis Sibley Square	\$125	
Gazebo- Gilbert Willis	\$60	
G.W. Ball Field #1	\$25	
G.W. Ball Field #2	\$25	
Walled Lake Schools/ Government Function	\$25	
Security Deposit	\$100	
<b>TOTAL RENTAL</b>		

Payment Method
Cash
Check- Payable to City of Wixom Check # _____
Visa/ MasterCard  Credit Card Number _____ - _____ - _____ - _____ Exp Date _____ Security Code (Back of Card) _____ Printed Name on Card _____ Authorized Signature _____
Office Only: Security Deposit Returned Y N Date _____

The undersigned has read and understands the park policies, rules and fee schedule for the City of Wixom and agrees to act in accordance with the policies. The undersigned agrees and is hereby responsible for any and all damages to the pavilion, tent, softball fields, gazebo, property and equipment resulting from the rental and use of the park. Groups renting are solely responsible for the actions of the people they are serving. The City of Wixom is not liable for any incident as a result of the consumption of alcohol by patrons of the park, during or after the lessee's rental of the park.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Applications can be mailed or dropped off at the Wixom Community Center:  
49015 Pontiac Trail, Wixom, MI 48393 or faxed with a credit card to 248-960-8873.

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