

**City of Escanaba**  
**RESERVATION APPLICATION**

**LUDINGTON PARK PAVILION and OTHER PARK FACILITIES**

**Facility Requested:**

- Ludington Pavilion       Besse Pavilion       Bandshell       Gazebo
- Soccer Field       Ballfield       Lemerand Pavilion       Lemerand Complex
- Courts—(specify \_\_\_\_\_)
- Other Picnic or Gathering Areas—(specify \_\_\_\_\_)

**Date(s) of Requested Reservation:**

/

\_\_\_\_\_

Day of Week:      Month      Date      Year      Time of Day:      From      To

**Name of Individual, Organization, or Group Requesting Reservation:**

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

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

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

**Purpose of the Event:** *i.e.*, block party, company picnic, family reunion, etc.

\_\_\_\_\_

**Approximate # of people expected to attend:** \_\_\_\_\_

**If applicable, can your organization/group provide for liability insurance coverage?**

- Yes       No

**Important:** Each organization / group is required to clean-up all trash / litter at the conclusion of your activity. Can your organization / group voluntarily remove from the park trash and litter generated by your activity?

- Yes       No

**Note:** Some organizations or groups may be requested to provide certification of liability insurance for their event. If required, the group will be asked to provide a CERTIFICATE OF INSURANCE stating minimum coverage of \$300,000 single limit, \$500,000 combined and \$50,000 property damage. The City of Escanaba shall be named as "additional insured" upon the certificate. Reservation rates effective August 14, 2012.

**Reservation Fees (*check applicable box*):**

- Ludington Park Pavilion 1/2 day       \$75 (resident)     \$100 (non-resident)
- Ludington Park Pavilion full day       \$100 (resident)     \$125 (non-resident)
- Ludington Park Bandshell 1/2 day       \$75 (resident)     \$100 (non-resident)
- Ludington Park Bandshell full day       \$100 (resident)     \$125 (non-resident)
- Ludington Park Gazebo                   \$50 p/2 hour block (res)     \$75 p/2 hour block (non-resident)
- Other Picnic or Gathering Areas       \$35 p/day
- John D. Besse Park Pavilion 1/2 day     \$75 (resident)     \$100 (non-resident)
- John D. Besse Park Pavilion full day     \$100 (resident)     \$125 (non-resident)
- Lemerand Pavilion 1/2 day               \$75 (resident)     \$100 (non-resident)
- Lemerand Pavilion full day               \$100 (resident)     \$125 (non-resident)
- Lemerand Complex                         \$250 per day

Half Day Reservation: Cut-off time is 4:00 pm. Half-day reservations can be made before or after 4:00 pm.

I (we) the undersigned have read and understand the *PROCEDURES AND POLICIES for the reservation and use of the Ludington Park /Besse Pavilion/Other Park Facilities/Bandshell* and agree to abide by the Policies and Procedures and all other local and state laws and ordinances.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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(Recreation Department Use)

Date Received: \_\_\_\_\_ Amount Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Check #: \_\_\_\_\_ Cash: \_\_\_\_\_ Receipt Given: \_\_\_\_\_ Reservation Number: \_\_\_\_\_

Date Confirmation Letter Sent: \_\_\_\_\_ Insurance Required: \_\_\_\_\_

Approved/Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_

Recreation Director