



City of Grosse Pointe Woods
Parks and Recreation
 20025 Mack Plaza
 Grosse Pointe Woods, Michigan 48236

Community Center
 Phone: 313.343.2408
 Fax: 313.642.5105
 E-mail: comctr@gpwmi.us

Lake Front Park
 Phone: 313.343.2470
 Fax: 313.343.2600
 E-mail: parks@gpwmi.us

Park Use Application Form

Please print the form below. The primary applicant and co-applicant must be present at the event. A Group permit allows up to 30 non-residents.

Primary Applicant	Resident Name _____	Home Phone _____
	Street Address _____	Cell Phone _____
	City _____ State _____ Postal Code _____	E-mail Address _____
	_____	_____

Co-Applicant allows an additional 30 non-residents. The co-applicant must reside at a different GPW address.

Co-applicant	Resident Name _____	Home Phone _____
	Street Address (must be different from primary applicant) _____	Cell Phone _____
	City _____ State _____ Postal Code _____	E-mail Address _____
	_____	_____

Please choose the type of permit:

- Community Organization Permit (choose type): School Church Other: _____
- Group Permit (choose type): Single Co-applicant
- Facility Reservation (choose location): Gazebo: _____ Pavilion: _____
- Choose reservation time period (\$25 fee per session) 6 a.m. – 3 p.m. 3 p.m. – 11 p.m.
- Tent Rental, \$200 (choose location): Activities Building Concession Stand Tent Sides (\$25)

Event Information	Date of Event _____	Type of Event _____	Location of picnic _____	Beginning Time _____	End Time _____
	Total number of people (exclude children under 6): _____		Total number of non-residents (exclude children under 6): _____		

The undersigned certifies that all above and attached information is true and hereby accepts full responsibility for compliance of all individuals in the group with City of Grosse Pointe Woods Park rules and regulations. The undersigned acknowledges receipt of the Park Use Application Guidelines and agrees that the undersigned and all present at the event will abide by the guidelines. The undersigned agrees to make financial restitution to the City for any damage to or loss of City property or equipment caused by the above named group or any individual present at this event. Further, the undersigned does hereby release and hold harmless the City of Grosse Pointe Woods, its elected or appointed officials, employees and volunteers from any and all claims or loss resulting in bodily injury or property damages caused by the undersigned or any third party present at this event. Further, the undersigned agrees to financial reimbursement to the City if additional cleanup is necessary by the park employees. The City reserves the right to cancel arrangements in case of emergencies with or without notice.

Signature of Applicant _____

Date _____

Signature of co-applicant _____

Date _____

FOR OFFICE USE ONLY:

	Date	Employee Initials
Guidelines given to resident	_____	_____
Contract printed & given to resident	_____	_____
Reminder call for guest list	_____	_____
Guest list received	_____	_____
Sent to gate	_____	_____

Facility rental

Entered on calendar _____ Emp. Initials _____
Amount of payment _____ Date received _____
Type of payment _____ Receipt number _____
Payment received by: _____