



Location	Capacity
#1 Ferry Beach (South – by basketball)	160
#2 Ferry Beach (Middle – concession)	160
#3 Ferry Beach (North – by horseshoes)	90
#4 Depot Beach	160
#5 Michigan Beach	75

RECREATION DEPARTMENT
210 STATE ST.
CHARLEVOIX, MI 49720
231-547-3253

PAVILION RESERVATION FORM

Request for pavilion # _____ be reserved on this date: _____ Time: _____

Name: _____ Phone: _____

Address: _____ Email: _____

City, State, Zip: _____ Event Type: _____

Number of People: _____

- The cost for a **non-city resident** is \$55.00 Mon-Thur, and \$80.00 Fri-Sun.
City of Charlevoix tax payers/residents cost is \$30.00 Mon-Thur, and \$50.00 Fri-Sun.
- Non-profit organization fee is waived, if the use supports the mission of the nonprofit organization.
- **Payment must be received 7 to 10 days after the reservation is made, or it will be cancelled.**
- You are responsible to make sure the area is picked up before your group leaves.
- Staples, nails, screws, or thumb tacks are NOT to be used to hang decorations, signs, etc. A minimum of \$20.00 fee will be charged if this occurs. The power is strictly for small appliances.
- This application allows you the use of the inside of the pavilion only, NOT the park land. Any additional piece of equipment outside the covered pavilion requires an additional fee and a separate **Event Form**. Visit www.charlevoixmi.gov or www.charlevoix.recdesk.com for all forms, maps, photos and directions.
- Music is allowed at reasonable levels.

Waiver of Liability

The City of Charlevoix assumes no responsibility for any damages, loss of property, injuries, and/or sickness incurred by me or any accompanying persons as a result of using this facility. I agree to defend, pay on behalf of, indemnify, and hold harmless the City of Charlevoix, its elected and appointed officials, employees, volunteers, and others working in behalf of the City of Charlevoix against any and all claims, demands, suits, or loss that may be connected in any way to the use of this facility.

Please read, sign, date, and mail this form with your payment to City of Charlevoix, 210 State Street, 49720. You may also fax this form to 231-547-3617.

Signature

Date

Recreation Department Use Only

\$ _____ fee paid on _____ in the form of cash / check no. _____

Visa / MasterCard # _____ Exp _____ CVV _____

Name on Card _____

Please bring confirmation with you on the day of the event.