

Michigan City Parks and Recreation Department
Six on the Lake / Washington Park
Michigan City, IN 46360
219/873-1506 ~ www.michigancityparks.com

2008 PICNIC TABLE RENTAL FEES

Passed by the Michigan City Park Board 11/15/07

\$3.00 per table/per day for commercial rentals only.

Parties wanting additional tables moved out to outlying parks under the jurisdiction of the Michigan City Park Department must make a reservation at the park office at least 10 days prior to request date. Reservation is subject to availability and no fee shall be charged.

Parties that rent a shelter are entitled to the number of tables assigned to that shelter (see shelter rental fees). Additional tables may be requested at least 10 days prior to rental date. Reservation is subject to availability and no fee shall be charged.

2008 PICNIC TABLE USE POLICY

The following procedure shall be used in requesting the use of picnic tables owned by the Michigan City Parks and Recreation Department:

1. All tables must be requested through the Park Department Office (873-1506).
2. Request to use tables shall include:
 - A. The number of tables needed
 - B. Dates and number of days tables will be needed
 - C. Function for which tables will be used
 - D. Days tables will be picked up and returned (must be returned by noon).
 - E. Prepayment of \$3.00 per table per day is made to the Park Office at least ten (10) days prior to rental date.
 - F. Commercial renters shall furnish a certificate of insurance listing the Park Board and Park Department as additional insured to the Park Office.
 - G. Tables must be picked up and dropped off by the renter. The Park Department will not deliver tables to private property.

I have read and understand the above picnic table use policy:

Signed: _____ Date: _____

PICNIC TABLE RENTAL AGREEMENT

Name: _____

Address: _____

Phone: _____

Number of tables needed: _____

Dates needed: _____ Total number of days: _____

Function for which tables will be used: _____

Tables will be picked up from: _____ on: _____
location date

Tables will be returned to: _____ on: _____
location date

PROOF OF INSURANCE

() Commercial events shall furnish a certificate of insurance listing the Park Board and Park Department as additional insured.

Rental Fee \$ _____ Paid on: _____ Receipt#: _____

Authorized By: _____ Date: _____
PARK DEPARTMENT EMPLOYEE

----- **RETURNED** -----

Tables returned to: _____
Location

Tables checked in by: _____
Park Employee