

Date Adopted May 3, 2023
CITY OF ISHPEMING
Park Rental Policies and Procedures

CANCELLATION POLICY

- 100% refund if canceled prior to fourteen (14) days from rental date
- 50% refund if canceled prior to seven (7) days from rental date

BOOKING

RESERVATION TIMES

- No earlier than 8:00 am and no later than 11:00 pm
 - Cannot change the time of the rental within seven (7) days of the event
- 6-hour rental times, if rental is longer than 6 hours the large event fee will be charged (\$450)
 - Decorating and cleanup time must be included in the rental times. No access will be granted prior to the hours stated on the permit.
- Permit would need to be signed and returned along with payment for the rental to be guaranteed.
- No personal checks will be accepted as payment for rentals.
- We only take reservations six (6) months in advance. All reservations need to be booked and paid for seven (7) days prior to the event. No reservations with less than a seven (7) day notice.

LARGE EVENT

- Rental agreement and special event permit must include day and times. The dates and times must include set up and tear down time.
- Multiple day events need to be stated clearly on the special event permit along with any materials that may be needed from DPW.

RENTAL DEPOSIT

- Rental Deposit is \$225 which is refundable
- Deposit will be returned once the rental is over if the venue has been cleaned and deemed in acceptable condition by our park staff.
 - A bill will be sent out for any damage to the venue above and beyond the deposit amount.
- Any extra equipment (chairs, tables, tents etc.) needs to be removed off the property at the end of the rental. Failure to remove the equipment will result in the retention of the rental deposit.

TUBE SLIDE

- The tube slide will open for the year after January 1st as long as the area is deemed safe.
- No personal checks will be accepted.
- The tube slide will be closed if temperatures are at 0 degrees or below including the windchill.
- Private Tube Slide rentals
 - We are only taking private rentals Thursday – Sunday from 5:30pm to 8:30pm.
 - We will book school tube slide parties during the working day but only one party per week will be permitted. They will be in 3-hour blocks.
 - There will be no rescheduling unless the City has to cancel the party.
 - We reserve the right to cancel a private party if temperatures are at or below 0 degrees including the windchill.
 - If the City cancels the party a full refund will be given or we will reschedule if the calendar allows.