

# PAVILION RENTAL GUIDELINES

Pavilion Rental Dates & Hours: May 1 - September 30, 2023 - 9:00 a.m. – 9:00 p.m.



**Livonia**  
PARKS & RECREATION

## PARK/PAVILION RULES AND POLICIES

1. Full payment for the Pavilion rental is required at the time of reservation and must be completed at least seven days in advance of rental date.
2. Tents, portable grills, inflatables and large groups (20+) require permit.
3. Permit only assures use of the specified area of the park and not exclusive use of the park.
4. Permit does not grant access to pool facilities.
5. Picnic tables are assigned to picnic areas by group size based on approximately 8 people per table.
6. Parking must be shared by all park patrons and will be used on a first come, first serve basis.
7. Additional picnic tables will not be provided for groups that exceed the recommended picnic area capacity.
8. Relocation of picnic tables from one area to another is prohibited.
9. The pavilion rental permit must be always carried with the permit holder during the event in either paper or electronic form.
10. No food trucks are allowed at Rotary Park. They are permitted at other parks provided they meet all other insurance and approval requirements.
11. For a complete list of Park rules, please visit our website at [LivoniaParks.org](http://LivoniaParks.org).

## PAVILION LOCATIONS AND DAILY FEES

Pavilion Name & Location	# of People	Electricity Available	Bathroom Facilities	*Resident Fee	^Non-Resident Fee
Rotary Park #1	100-200	Yes	Comfort Station	\$150	\$225
Rotary Park #2	25-30	Yes	Comfort Station	\$80	\$150
Rotary Park #3	70-80	Yes	Comfort Station	\$115	\$190
Rotary Park #4	70-80	Yes	Comfort Station	\$115	\$190
Rotary Park #5	25-30	No	Comfort Station	\$75	\$145
Bicentennial Park/Ben Celani	70-80	No	Port-a-John	\$105	\$180
Stymelski/Veteran's Park	70-80	Yes	Port-a-John	\$110	\$185
Mies Park	25-30	Yes	Port-a-John	\$75	\$145
Shelden Park	25-30	No	Port-a-John	\$70	\$140
Clements Circle Park	25-30	No	Port-a-John	\$70	\$140

\*Resident: Responsible party/organization residing within the city of Livonia.

^Non-Resident: Responsible party/organization residing outside Livonia whether they are sponsored by a Livonia resident or not

## ELECTRICITY LOCATIONS

1. Electric boxes at Rotary Park Pavilions 2, 3, and 4 are located outside the pavilions. You will need a 50-foot extension cord and multi-plug to use the electricity. You may bring more than one extension cord and multi plug.
2. Electric box at Stymelski/Veteran's Park is located on a pole near the sand volleyball court. You will need a 200-foot extension cord and a multi-plug to use the electricity.
3. Electric box at Mies Park is located on a pole between the pavilion and the play set. You will need a 100-foot extension cord along with a multi-plug to use the electricity.

## PROHIBITED ITEMS

1. Parking on any grassy area is prohibited in any of the City of Livonia Parks.
2. Table glitter and confetti are prohibited in any of the City of Livonia Parks
  - a. A \$50 fee will be charged if you do not clean up balloon remnants, leftover food, tape, staples, etc.

3. **Loud music, disc jockeys, bands, and amplified/loud music is not permitted.**
  - a. **A small radio is allowed, but must be kept at a level to not disturb other park patrons**
4. Dunk tanks, livestock, farm animals, or wild animals are not permitted at any City of Livonia Park or Park Facility.

## **REFUND POLICY**

In the event, you decide not to use the pavilion on your scheduled date, we encourage you to contact the Parks & Recreation Department. No refunds will be given without 3 weeks advanced written notice of cancellation. A \$10.00 PROCESSING FEE will be charged. No Rain Checks will be issued.

## **ALCOHOLIC BEVERAGES**

-Alcoholic beverages, including beer, are prohibited in all public parks, except by permit from the Livonia Police Department.

-If alcohol will be consumed by anyone in your group, an alcohol permit must be obtained from the Livonia Police Department (no charge).

-Alcohol Permits must be obtained one week in advance of the picnic from Livonia Police Headquarters (15050 Farmington Road, 8:30 a.m. – 4:30 p.m., Monday-Friday).

-Your pavilion rental permit must be presented when applying for an alcoholic beverage permit.

-Alcoholic beverages are not to be consumed at or near ball diamond areas. A Certificate of Insurance for Permitted Activities may be required. See Insurance Requirements for details.

## **SPECIAL CONSIDERATIONS**

**If your group is interested in offering the below services, you will need Departmental approval and a Certificate of Liability Insurance (\$1,000,000) from the company providing these services naming the City of Livonia as additional insured.**

-CANOPIES/TENTS                      -CATERERS                      -PORT-A-JOHNS                      -INFLATABLE ATTRACTIONS\*

**\* All third-party independent contractors must supply their own separate power supply for any inflatable attraction(s).\***

Please make your request in writing at least three weeks prior to rental date to reservation date by submitting a “**Special Consideration Request**” form. You may mail or email in your form in your form. Upon approval, you will receive a copy for your records. Please send your request to:

Livonia Parks & Recreation  
 Attn: Karla Sadler  
 15100 Hubbard  
 Livonia, MI 48154

## **INSURANCE REQUIREMENTS**

**The following groups must provide a CERTIFICATE OF LIABILITY INSURANCE naming the City of Livonia as additional insured, (\$1,000,000) on the certificate:**

- |                                     |                                    |                                |
|-------------------------------------|------------------------------------|--------------------------------|
| -Churches                           | -Boy/Girl Scouts or similar groups | -School Groups                 |
| -Businesses/Industrial Corporations | -Sports Leagues                    | -Fraternal Organizations/Clubs |
| -Class Reunions                     | -Civic Associations                |                                |

**Certificates must be submitted at least one month prior to picnic date.**

For further information please call us at 734-466-2900