

Dearborn Recreation & Parks Department
FORD FIELD CORPORATE PICNIC EVENT AREA
 (Can only be rented in addition to the North Picnic Shelter)

2016 Rates* & General Information
RESERVATIONS FOR THE CURRENT YEAR BEGIN FEBRUARY 1, 2016

*Rates subject to change.

	RESIDENT RATES FEE	NON-RESIDENT RATES FEE
Weekends & Holidays	\$250 (Plus Shelter Fee)	\$300 (Plus Shelter Fee)
Weekdays	\$200 (Plus Shelter Fee)	\$250 (Plus Shelter Fee)
Electric Service	\$75 electric service fee will be added per location upon request	
Clean-up Deposit	\$250 for groups larger than 200 people	

DAILY RENTAL HOURS: Picnic Area – 8 A.M. TO 10 P.M.

GENERAL INFORMATION

- The corporate picnic event area, which is located just west of the covered bridge and north of Picnic Area #2, can only be rented in addition to the North Picnic Shelter. This area includes the main asphalt area, a 20' x 40' asphalt pad, a 40' x 80' asphalt pad with two (2) pickleball courts and the open green space activity field. Each asphalt pad area includes access to 120v/20 amp electric service for an additional fee of \$75.00 per location. **Grills** using propane are permitted within this designated area, as long as they are used outside of any tent/canopy structure. Please follow all safety rules in transporting and lighting propane grills. Used propane tanks are not to be disposed of at the park (Ref. City of Dearborn Littering Ordinance #14-83). Hot ash from charcoal grills must be emptied in the "hot ash bins" provided at the North Picnic Shelter and adjacent picnic site. **Do not dump hot ash on the ground or near the base of trees.** Failure to use the "hot ash bins" will result in a citation and prosecution for littering.
- Ford Field is located south of Cherry Hill Road between Monroe and Brady Streets.
(Park Address: 22051 Cherry Hill Road, Dearborn, MI 48124)
- Shelters are available for rental by any adult (21 yrs. of age or older).
- Resident** - Resident Shelter rates apply to all Resident family, church and neighborhood groups and to Dearborn-based business or organizational groups.
- Non-Resident** - Non-Resident Shelter rates apply to all Non-Residents, all Non-Dearborn based family, church, school and neighborhood groups and to Non-Dearborn-based business or organizational groups, whether or not a resident sponsors them.
- A **deposit** is due at the time of reservation, and **rental fees are due 30 days prior** to the date of use. Fees for reservations made less than 30 days prior to the event date are due at the time of reservation.
- In case of cancellation **less than 30 days prior** to usage, the rental fee will be forfeited. Cancellation beyond 30 days will involve a service charge of \$10.00. The rental fee will not be refunded due to inclement weather. You will have the option of rescheduling your event date, but it is dependent upon site availability. To reschedule an event, you must bring your original permit to the Recreation & Parks Department within (5) five business days of your original reservation date. Upon final inspection of the site by the Park Attendant, if the site is left in order, as described within, the deposit amount will be refunded in full and a check will be mailed to the permit holder within 4-6 weeks of the reservation date.
- There shall be no sale of alcoholic beverages in any form, including pre-purchased tickets.
- An "Alcoholic Beverage Permit" may be included in your rental agreement, if requested. Alcoholic beverages must remain at the picnic site (food area) and are not permitted at the athletic fields or playground areas. There is no additional charge for the alcohol beverage permit. Failure to notify the City of Dearborn of the presence of alcohol at your event may result in a citation and court appearance.
- Picnic Tables are not to be moved without written permission from the Recreation & Parks Director or his designee.

11. **Any miscellaneous request**, such as using a **large tent, moonwalk, amplified sound, live band, DJ or dunk-tank** in a picnic area, must be submitted in writing to the Recreation & Parks Director at least 30 days prior to the event date. The use of a petting zoo/pony rides are only permitted at the Ford Field North Shelter, Hemlock Shelter and Camp Dearborn (additional fees and restrictions apply), only upon approval from the Director of Recreation & Parks. The use of a moonwalk or dunk-tank (if site permits) will be authorized only after the applicant furnishes **proof of liability insurance** for the specific date, time and location of the picnic with the **City of Dearborn listed as "additionally insured."** **The additional insured language MUST state as follows: "The City of Dearborn, Michigan, its elected officials, officers, employees, boards, commissions, authorities, voluntary associations, and any other units operating under the jurisdiction of the City and within appointment of its operating budget including the City of Dearborn are named as additional insured and said coverage shall be considered to be the primary coverage rather than any policies and insurance or self-insurance retention owned or maintained by the City of Dearborn."** Additional fees may be assessed for electrical and water hook-ups.
12. The use of amplified sound, live bands and/or DJ's will require the approval of the Director of Recreation & Parks or his designee. Such requests must be submitted in the form of a letter to the department Director at least 30 days prior to the event date, accompanied with a \$250.00 amplified sound deposit, which will be returned only if the sound ordinance is adhered to. **Noise Ordinance, Section 13** of the Dearborn City Code is enforced by the Dearborn Police Department. Failure to adhere to the ordinance may result in a forfeiture of the amplified sound deposit, as well as, the possible cancellation of the event.
13. Shelters and picnic areas are not to be used for parties involving the drinking of alcoholic beverages by minors (under age 21), use of illegal drugs, or disorderly conduct. This practice will result in the immediate cancellation of the permit and the forfeit of all fees. All such incidents will be reported to the Dearborn Police Department.
14. Vehicles are not permitted on the covered bridge. No parking is allowed on the north side of the park near the pavilion or comfort station. Automobiles will be ticketed. Equipment/Service drop off and pick-ups which require access from the gated entrance off Cherry Hill Road must be coordinated with a park supervisor, park ranger or park attendant via the Recreation & Parks Department.
15. **The person signing the rental agreement must be in attendance during the hours specified and is responsible for all persons using the facility.**
16. A park supervisor, park ranger or attendant will be on hand to let you in, check you out (sign your permit if left clean and undamaged) and supervise the shelter use periodically during the rental period.
17. The permit holder must appear in person **with original permit** to make any alterations to the permit (date, time, area changes etc.). Nothing will be changed over the phone -- NO EXCEPTIONS.

Softball Diamond Permits - Beginning May 1, (depending on field conditions) picnic permit holders may apply for a softball/baseball field permit, allowing them sole use of a particular diamond during their picnic, by submitting a Softball/Baseball Field Permit Request Form. The sports office will issue permits on a priority-of-use basis. Some baseball/softball diamonds will not be available at certain times. Permits are free of charge to Dearborn Recreation & Parks Department sponsored programs and Dearborn Public Schools athletic programs. All other groups are required to pay a \$60.00 permit fee for each two-hour block of time requested (maximum 4 hours). **Permit requests can be submitted to Michael Shooshanian via e-mail at mshooshanian2@ci.dearborn.mi.us. Please include date, time, location requested, your e-mail address and phone number.**

AGREEMENTS

1. The applicant agrees to pay the City of Dearborn for any damage to property caused by his/her group at the corporate picnic site, and further agrees to pay the City a sum not to exceed the deposit if the corporate picnic site is not left clean. Applicant also agrees that any cleanup and/or damage charges estimated by the Recreation & Parks Department shall be final.
2. Upon final inspection of the corporate event area by the Park Attendant, if the corporate event area is left clean and undamaged as described above, the deposit amount will be refunded by check in the mail to the designee within 4-6 weeks of the reservation date.
3. **Release and Hold Harmless Agreement:** *The applicant agrees to indemnify and hold harmless the City of Dearborn from any and all claims, damages, losses or actions at law arising out of the dispensing of alcoholic beverages in connection with the use of the recreational facility by the applicant, guest or invites.*

For additional information, please call 313-943-2355