

Dearborn Recreation & Parks Department
HEMLOCK SHELTER
2016 Rates* & General Information
RESERVATIONS FOR THE CURRENT YEAR BEGIN FEBRUARY 1, 2016

*Rates subject to change

	RESIDENT RATES		NON-RESIDENT RATES	
	FEE	DEPOSIT	FEE	DEPOSIT
WEEKENDS & HOLIDAYS	\$225	\$250	\$325	\$250
WEEKDAYS	\$125	\$250	\$175	\$250

GENERAL INFORMATION

1. The Shelter at Hemlock Park is a covered structure (80' x 50') capable of seating approximately 200 people and includes enclosed barrier-free men's and women's restrooms. Electrical outlets, a drinking fountain, a large charcoal grill, interior lighting for nighttime use and an electric water heater are available at the Hemlock Shelter. **Grills** using propane are permitted for use in the designated picnic areas. 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 designated picnic sites. **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.
2. Hemlock Park is located just north of Ford Road, east of Schaefer Highway at Hemlock Street.
3. The shelter is available for rental by any adult (21 yrs. of age or older).
4. **Resident** - Resident Shelter rates apply to all Resident family, church and neighborhood groups and to Dearborn-based business or organizational groups.
5. **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 they are sponsored by a resident.
6. 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 before the event date are due at the time of reservation.
7. 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 five (5) business days of your original reservation (event) date. Upon final inspection of the picnic site by the Park Attendant, if the site is left in order, as described within, the deposit amount will be refunded in full and mailed to the permit holder within 4-6 weeks of the reservation date.
8. There shall be no sale of alcoholic beverages in any form, including pre-purchased tickets.
9. 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.
10. **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. 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. There is also a fee of \$50.00 for the staffing of a Park Ranger during any rental having amplified sound. **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. Underage drinking is strictly prohibited.
14. **The person signing the rental agreement must be in attendance during the hours specified and is responsible for all persons using the facility.**
14. A park supervisor, park ranger or park attendant will be on hand to let you in, check you out and supervise the shelter use periodically during the rental period.
15. **Softball/Baseball 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 requesting a Softball/Baseball Field Permit. 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 available free of charge to Dearborn Recreation & Parks Department sponsored programs and Dearborn Public Schools athletic programs. All other permit holders are required to pay a \$60.00 permit fee for each two-hour block of time block 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.**
16. **Swimming Pools** - Shelter permits do not authorize the use of city swimming pools. Seasonal passes and daily entry fees are available for **residents** and **non-residents**. Proper swimming attire is required at all times. No refunds due to weather conditions or pool closures. Most swimming pools are available for rent on Saturday and Sunday evenings between 6:00pm and 8:00pm for private parties. Reservations may be made at the Ford Community & Performing Arts Center customer service desk.
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.**

AGREEMENTS

1. The applicant agrees to pay the City of Dearborn for any damage to property caused by his/her group at the SHELTER, and further agrees to pay the City a sum not to exceed the deposit if the SHELTER 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 SHELTER by the Park Attendant, if the SHELTER is left clean and undamaged as described above, the deposit amount will be refunded in the form of a check and mailed to the permit holder 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