

Dearborn Recreation & Parks Department

HEMLOCK SHELTER

2023 Rates* & General Information

RESERVATIONS ARE ACCEPTED BEGINNING FEBRUARY 6, 2023

	RESIDENT RATES		NON-RESIDENT RATES	
	Fee	Deposit	Fee	Deposit
WEEKENDS & HOLIDAYS	\$315	\$250	\$420	\$250
WEEKDAYS	\$210	\$250	\$260	\$250

AVAILABLE FOR RENT FROM 8 a.m. TO 10 p.m.
*Rates are subject to change.

GENERAL INFORMATION

- 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 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.
- Hemlock Park is located just north of Ford Road, east of Schaefer Highway at Hemlock Street and is available for rental by any adult aged 21 or older.
- Resident** Shelter rates apply to all resident family, church and neighborhood groups, as well as Dearborn-based businesses, service clubs and organizations.
- Non-Resident** shelter rates apply to all non-resident family, church and neighborhood groups, as well as, non-Dearborn-based businesses, service clubs and organizations, 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 before 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. The rental fee will not be refunded due to inclement weather. Renters will have the option of rescheduling their event date, but it is dependent upon site availability. To reschedule an event, renters must bring their original permit to the Recreation & Parks Department within five business days of the original reservation date. Upon final inspection of the site by the Park Attendant, and if the site is left in order, 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 shelter (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 may not be moved without written permission from the Recreation & Parks Director or his designee.
- Any miscellaneous request, such as the use of a large tent, moonwalk, inflatables, amplified sound, live band, DJ or dunk-tank in a picnic area, must be submitted in writing to the Director of Recreation & Parks at least 30 days prior to the event date, and shall be used at the applicant's own risk.** 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** and shall be used at the applicant's own risk. **There is an additional fee of \$50 for the use of an inflatable, moonwalk or dunk tank.** Additional fees may be assessed for electrical and water hook-ups.

11. The use of amplified sound, live bands and/or DJ's **will require the payment of a \$250 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 and in cancellation of the event.**
12. Must adhere to the City solicitation policy Section 14-12, failure to do so can result in the loss of deposit and/or citation.
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. Such incidents will result in the immediate cancellation of the permit and the forfeiture of all fees. All such incidents will also be reported to the Dearborn Police Department.
14. **The person signing the rental agreement must be in attendance during the hours specified and is responsible for all persons using the facility.**
15. A park supervisor or park attendant will be on hand to assist you, supervise the shelter use periodically during the rental, and check you out (sign your permit if left clean and undamaged).
16. The permit holder must appear in person **with the 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 Division 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. For all other groups, the diamond permit fee is \$80/hour-with a two-hour minimum and a four-hour maximum. **Permit requests can be submitted to Jonathon Golich via e-mail at JGulich@dearborn.gov . 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 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 RELEASE AND FOREVER DISCHARGE the City of Dearborn, a municipal corporation, and its officers, employees, and agents, from any and all claims, liabilities, or lawsuits, including legal costs and attorney fees, resulting from his/her use of the picnic area, including the acts or omissions of his/her guests and/or invitees. The applicant hereby agrees to DEFEND, INDEMNIFY, AND HOLD HARMLESS the City of Dearborn, its officers, agents, departments, elected and appointed officials, volunteers, and employees from and against any and all claims and causes of action of any kind arising out of or in connection with his/her use of the picnic area, including the acts or omissions of his/her guests and/or invitees.*

For additional information, call (313) 943-2355