



**Park Space Request Form**  
 City of Fenton  
 301 S. Leroy St. Fenton, MI 48430  
 (810) 629-2261 Office (810) 629-2004 Fax  
[www.cityoffenton.org](http://www.cityoffenton.org)



**Reservation Request**

**DATE REQUESTED:**

**Mill Pond Gazebo**  
 8:00 am – 12:00 pm  
 12:00 pm – 4:00 pm  
 4:00 pm – 8:00 pm

**Silver Lake Park – Hours 10:00 am–9:00 pm**  
 Pavilion #1 Near Woods  
 Pavilion #2 Near Water

**Bush Park – All Day Rental**  
 Pavilion  
 Gazebo

**For Office Use Only**

Resident (City of Fenton)  
 Non-Resident  
 Non-Profit

**Fees Received: \$** \_\_\_\_\_

Cash  
 Check # \_\_\_\_\_

**Received By:** \_\_\_\_\_

**Name of Requestor:** \_\_\_\_\_

**Address of Requestor:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Alternate Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Event Start Time:** \_\_\_\_\_ **Event End Time:** \_\_\_\_\_ **Event Set Up Time:** \_\_\_\_\_

**Number of Participants Expected:** \_\_\_\_\_

**Waiver of Liability:** In consideration of the City of Fenton allowing us to reserve and use the park property indicated above, we agree to assume all liability and to hold the City of Fenton harmless against any liability which may arise due to the use of the above property, except for those claims arising out of the sole negligence of the City of Fenton, its agents and/or employees. We further acknowledge that the City of Fenton assumes no responsibility for any damages or injuries which may occur during the use of the property indicated except for those claims arising out of the sole negligence of the City of Fenton, its agents and/or employees. We further agree to abide by all ordinances, laws and regulations of the City of Fenton and the State of Michigan.

**Signature of Person Responsible:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Emergency Contact During Your Event: City of Fenton DPW can be reached via Fenton Police Department at 810-629-5311**

***This Section For City Use Only***

<b><i>For DPW Use Only</i></b>
<b>Inspection Date:</b> _____
<b>Inspected By:</b> _____
<b>Condition:</b> <input type="checkbox"/> Clean - Deposit Returned <input type="checkbox"/> Dirty or Damaged - Deposit Forfeited (If Dirty or Damaged - Detail Below)

<b><i>For Treasurer Use Only</i></b>
<input type="checkbox"/> <b>Deposit Returned</b> <b>Date Sent:</b> _____
<b>Check Number:</b> _____
<input type="checkbox"/> <b>Deposit Forfeited</b> <b>Date Notice Sent:</b> _____

**Dirty or Damaged Details:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_