

**CITY OF NILES, MICHIGAN
RIVERFRONT PARK AMPHITHEATER
RULES AND REGULATIONS**

USE OF RIVERFRONT PARK AMPHITHEATER

The primary use of the Riverfront Park Amphitheater shall be for the use by the citizens of the City of Niles. With this primary objective, the facility may be available to civic organizations, city administrative groups and made privately available to other groups at the rental fee (see page 3).

Purposes for which the park recreational facility may be granted:

- Facility shall be made available for civic, cultural, educational, and recreational purposes.
- The facility will also be available for personal or social use upon proper application and payments of deposit and rental fees applicable at the time of reservation.

The City of Niles may refuse to approve facility application or cancel a permit to use its facility under any of the following circumstances:

- When it is determined that the facility will be used in a manner which will violate the safety of people and property of the city of Niles, or cause injury to persons and/or property, or provoke disorderly conduct and create dangerous disturbances.
- When it is determined that an organization and/or individuals have not honored terms of their facility contract or who have caused excessive damage to a facility in the past.
- When it is determined that false or misrepresented information is contained on an application for facility use.
- When it is determined that use of the facility will require the diversion of so great a number of police officers of the city that public safety may be jeopardized.
- When it is determined that the proposed use of said facility is in conflict with any existing contracts, agreements, or lease arrangements involving the primary use of the facility.

PRIORITY USE OF RIVERFRONT AMPHITHEATER

- City-sponsored programs.
- Civic service groups and school district sponsored programs.
- Charitable and other non-profit organizations.
- Rental by citizens of the City of Niles.
- Rental by non-residents.

APPLICATION REQUIREMENTS

Formal Application

- All individuals or groups must complete an application (page 4) provided by the City Clerk, prior to use.
- The applicant must be twenty-one (21) years of age or older.
- The application and prepaid rental fees, and security deposits must be made out to the City of Niles. All Payments will be made during normal business hours. Upon approval by the City Clerk, this will serve as a reservation guarantee.
- The Lessee must produce a verification of liability insurance to the City Clerk.
- The application form must be approved and signed by the proper administrative official of the City of Niles, which shall be the City Clerk or another designated personnel.
- Reservation may be made up to 12 months in advance, but no less than two weeks prior to the event. The Niles City Council must approve all exceptions.
- Reservations will be on a first-come-first-serve basis.

- The City of Niles assumes no responsibility, financial or otherwise, for accidents or injuries sustained by individuals or groups of individuals while using the city park facilities.
- Applications may be obtained from the City Clerk at the City Hall, 508 E. Main Street, Niles.

Cancellation of Permit:

- The City Clerk of the City of Niles reserves the right to rescind any permit for just cause as set forth herein. All permits are granted with this understanding.
- Holders of the reservation must give the City Clerk's office written notification of cancellation two weeks prior to the event. Failure to comply with this provision will result in forfeiture of prepaid deposit.

SPECIAL REQUIREMENTS

- The area must be completely cleaned at the end of the function. The Lessee is responsible for all trash cleanup and removal from the premises. Picnic tables must be put back in their original location. The facility will be inspected for compliance with laws and regulation of the Parks. Should the rental site not meet the requirements, the full deposit or any portion thereof, may be retained to offset cleaning expenses and/or damage repair. The forfeiture of this cleaning/damage deposit does not absolve applicant of any additional liability for damage and cleaning expenses beyond the cost of the deposit. Applicants are responsible for any and all damages incurred during the rental time frame.
- NO ALCOHOLIC BEVERAGES ARE ALLOWED. (Special permission may be obtained from the Niles City Council.)
- No nails, spikes, staples, tacks, or glue may be affixed to the rental facility or trees. (Tape may be used.)
- Rental is for the amphitheater building only; all other areas of the parks are open to the public.
- Permit must be with the lessee at all times during rental time.

Applicants must offer reasonable guarantee of:

- Orderly behavior.
- Financial responsibility for any damages to the premises.
- Programs suitable for presentation in a public place.
- Conformity with the Niles City laws and regulations of the Parks and Recreation Board.

All advertising, except that incidental to programs, and all sale of merchandise, printed matter, or other material is forbidden on premises unless specific approval is obtained from the Niles City Council in writing prior to the event.

No rental fee or security deposit will be charged under the following conditions:

- City-sponsored functions.
- Parks and Recreation Board functions.
- School District functions.

All other groups and/or individuals will be charge a rental fee and security deposit.

FEES AND SECURITY DEPOSIT

Residents:

Application fee	\$25.00	Non-refundable
Rental fee	\$100.00	Four (4) hour minimum
Each additional hour	\$ 25.00	
Security Deposit	\$200.00	Refundable
Liability Insurance in the amount of \$1,000,000 with the City as named insured		

Non-residents:

Application fee	\$25.00	Non-refundable
Rental fee	\$150.00	Four (4) hour minimum
Each additional hour	\$ 35.00	
Security Deposit	\$200.00	Refundable
Liability Insurance in the amount of \$1,000,000 with the City as named insured		

Make checks payable to the City of Niles

Applications and payments may be mailed or delivered in person to the City of Niles at the following:

**City of Niles
City Clerk
508 E. Main St.
Niles, MI 49120**



Please call the Niles City Clerk at **269-683-4700, ext. 204** if you have any questions.