



Village of Middletown
100 E Main Street, Middletown, MI 49333
Phone No. (269) 795-3385

VILLAGE OWNED GREEN SPACE AT STATE STREET RESERVATION FORM

Reservation of the Green Space must be made with the Village Clerk or Deputy Clerk. A reservation is not confirmed unless and until the security deposit fee of \$25.00 is paid to the Village. The Village Manager will do approval this form.

Please complete the following information in the legible form:

1. Name of person making the reservation: _____
2. Name of the group for which the reservation is made: _____
3. Complete mailing address for person or group: _____
4. Phone No. _____ Mobile No. _____
5. Email address: _____
6. Date(s) of reservation: _____ Times: Start _____ Finish _____
7. Number of people anticipated to attend _____
8. Have provisions been made for parking with signage and directions? _____
9. Will Tent or Awning Type Coverage be used? _____
10. No staking is allowed, only sandbags, etc., unless administratively approved.
11. Trash and Garbage are expected to be removed.
12. Any damage to the Green Space will be taken from the deposit.

ACKNOWLEDGMENT AND AGREEMENT

By signing below, I acknowledge that I have read and understand the various rules and provisions on this form. I will accept responsibility for ensuring full compliance with these rules during reservation time. I further understand and agree that I shall be responsible for the proper use and care of the facility being placed in my care.

Signature of Person Requesting Reservation

Date

OFFICE USE ONLY

Date Received: _____

Residency Verified: _____

Non-Profit Status Verified: _____

Security Deposit: ____ Cash*, or ____ Check #: _____

☐ Destroyed after the event,

☐ Will pick up

☐ Mail to _____

Staff initials

Approved? ____ Yes ____ No

Reason for denying: _____

Signature: _____

* Cash payments must be pick up after the event, if approval is given.