



CITY OF PORTLAND, MI
PARKS & RECREATION DEPARTMENT

PAVILION RENTAL INFORMATION

PAVILIONS CAN BE RESERVED UP TO ONE YEAR IN ADVANCE

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PAVILION RENTAL INFORMATION

BOGUE FLATS | COMMUNITY LAKE PARK | JOE TICHVON PARK | THOMPSON FIELD | WILLIAM TOAN PARK

Rental Rate:

Time Block	Resident Rate (Within City Limits)	Non-Resident Rate
Full Day: 9:00 AM – 10:00 PM	\$60	\$80
Half Day: 9:00 AM – 3:00 PM	\$40	\$60
Half Day: 4:00 PM – 10:00 PM	\$40	\$60

Terms & Conditions:

- Park pavilions are available on a first come, first serve basis unless reserved through a City-issued permit process
- The renter understands and agrees that the rental fee is non-refundable
- The individual requesting rental and signing the agreement must be 18 or older; An adult (person 18 years of age or older) must be present during the entire rental
- The contact person for this reservation and/or signer of the agreement is responsible for the group adhering to park policies
- The renter understands and agrees that they are only renting the pavilion and no other facility or amendment within the park
- Half-day rentals may not begin setup prior to or stay beyond their rental window.
- The approved applicant may not sublet or transfer its rights and privileges to any other individual, group, or organization
- Prior to the expiration of their rental period, the renter must leave the facility clean and ready for the next group
- Trash is to be placed in the barrels provided; it can remain in the barrels
- If picnic tables are moved, the renter is responsible for returning them to their original position
- **ALCOHOL:** Beer and wine are permitted; kegs and glass bottles are prohibited
- All vehicles must remain in designated parking areas
- Pets must be leashed at all times
 - Pet waste must be disposed of properly
- Fires are only permitted within a grill



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RED MILL PAVILION RENTAL INFORMATION

Rental Rate:

- Full Day: 7:00 AM – 12:00 AM – \$250
- For Saturdays in June-September, setup is unavailable until 2:00 PM due to the Farmers Market

Terms & Conditions:

- The renter understands and agrees that this rental can be revoked at any time for violating this agreement
- The renter understands and agrees that the rental fee is non-refundable
- The renter understands clean up and departure must be completed by midnight
- The renter understands that the pavilion is not furnished with tables or chairs
- The individual requesting rental and signing the agreement must be 18 or older; An adult (person 18 years of age or older) must be present during the entire rental
- The contact person for this reservation and/or signer of the agreement is responsible for the group adhering to park policies
- The renter understands and agrees that they are only renting the pavilion and no other facility within the park
- The approved applicant may not sublet or transfer its rights and privileges to any other individual, group, or organization
- **ALCOHOL:** Beer and wine are permitted; kegs and glass bottles are prohibited
- Fires are only permitted in barbeque grills and must not be placed within the pavilion
- Pets must be leashed at all times; pet waste must be disposed of properly
- Renter may lower curtain sides, but **MUST** raise them prior to expiration of rental period; ladder(s) are needed for this process
- Decorations may **NOT** be affixed to walls or beams with tape, pins, staples, nails, tacks, putty, or any other means
 - They may be draped over hooks or cross beams
- **KEY:** The key is used for access to the utility closet and pavilion lights. It may be picked up from Portland City Hall up to one week prior to the rental date
 - Key must be returned by the first business day after rental. Key can also be returned to the after-hours drop box in the City Hall drive-through
 - Portland City Hall, 259 Kent St., 48875; M-F, 8:00am-4:30pm
 - **UTILITY CLOSET:** Provides access to cleaning supplies and interior lights
 - **INTERIOR PAVILION LIGHTS:** Controlled by the light switch below the breaker box in the utility closet

Cleaning Procedures:

- Renter must leave the facility clean and ready for the next group prior to the expiration of their rental period
- Supplies for proper cleaning are available in the utility closet
- Pavilion floor and bathrooms must be free of debris; all decorations shall be removed
- Trash is to be placed in trash barrels provided. Full trash bags can remain in the barrels
- Tables and chairs must be removed from pavilion prior to expiration of the rental period
- Properly lock utility closet doors
- Close the lockless door first; latch bottom floor-lock & hook-lock at the top
- Close the door with a key-lock and lock with the key
- Utility closet lights will turn off automatically
- Close bathroom doors; lights will turn off automatically

Parking:

- **DO NOT PARK ON THE GRASS;** parking is restricted to the parking lots
- The stone and cement areas surrounding the Red Mill Pavilion are for loading & unloading only
 - Parking in this area during any event is not permitted



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HOW TO RESERVE A PAVILION

1. Visit <https://portlandmi.recdesk.com/Community/Facility?type=2>
2. Choose your desired pavilion from the list
3. Select your desired date from the calendar – *only dates with the green Reserve button are available.*
4. Fill out the required fields and choose your desired rental period (you will have to expand the options by clicking the down arrow next to the timeframe). select the desired timeframe by clicking the plus sign
5. Select your timeframe by clicking the plus sign, then click “Add to Cart” at the bottom of the page
6. Verify that the date and time frame are correct. Click “Go to Checkout” to proceed
7. Read and accept the waiver by selecting “I Accept Waiver”
8. Complete the required forms, then proceed by clicking “I Have Completed All Forms”
9. Enter your payment information. After submitting your payment, you will receive a reservation confirmation to the email you provided

PAVILIONS CAN BE RESERVED UP TO ONE YEAR IN ADVANCE

Prior to reserving the pavilion, you will need to sign in or create an account if you do not already have one.

If you need assistance, please contact the Parks & Recreation Department at (517) 647-7985.