



Request of Use of City Properties & Right-of-Way Form

REQUESTS MUST BE SUBMITTED AT LEAST 30 DAYS BEFORE EVENT

Name: _____

Address: _____ Phone: _____

Email Address: _____

Contact Information of Person in Charge of the Event

Name: _____

Cell Phone: _____

What Are You Requesting? (see following pages for additional details)

- Hanson Park Jaycee Park Mahan Park Sports Complex
 Riverfront Stage Road Sidewalk The Regent Theatre

For The Griswold Auditorium, please call (269) 673-3456

Day Of (include set up & tear down times)

Date: _____ Start Time: _____ End Time: _____

What Do You Need From The City?

- Road Blocks Metal Barricades Electricity Water
 Trash Cans Barrels Concessions (Regent Theatre)
 Other _____

Will You Have Amplified Music?

Yes No

Approximately How Many People Are Expected at the Event?

Approval (required signatures from all four representatives)

Allegan Police

Department of Public Works

Promotions

City Manager



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HANSON PARK

Hanson Park is located on the west end of the Riverfront Plaza behind the Griswold Auditorium in Downtown Allegan. Request of use includes only the reservation of the Hanson Gazebo. Cost is \$100 for a full day or \$50 for half a day. In addition to the gazebo located on the banks of the Kalamazoo River, this park offers other public amenities including:

- Public playground
- Picnic tables
- Barrier-free and handicap accessible canoe and kayak launch
- Access to the Riverfront boardwalk

JAYCEE PARK

Jaycee Park is located at 200 Monroe Street, resting on the Kalamazoo River just outside of Downtown Allegan. Request of use includes only the reservation of the pavilion and picnic tables available within. Cost is \$100 for a full day or \$50 for half a day. In addition to the pavilion, Jaycee Park offers a large variety of other public amenities such as:

- Grills
- Public playground
- Skate park
- Dog park
- 9-Hole disc golf course
- Basketball court
- Game field perfect for kickball or wiffleball
- Fishing access on the Kalamazoo River
- Public restrooms

MAHAN PARK

Mahan Park is located on the east end of the Riverfront Plaza off of Brady Street in Downtown Allegan. Request of use includes only the reservation of the Mahan Gazebo. Cost is \$100 for a full day or \$50 for half a day. In addition to the gazebo that features amphitheater-styled seating, this park offers other public amenities including:

- Picnic Tables
- Access to the Riverfront Boardwalk
- Nearby public restrooms located at the Welcome Center



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SPORTS COMPLEX

The sprawling Allegan Sports Complex is located in a 63-acre park on 29th Street in Allegan Township. Request of use includes only the reservation of the pavilion and picnic tables available within. Cost is \$100 for a full day or \$50 for half a day. In addition to the pavilion, the Allegan Sports Complex offers other public amenities including:

- Four baseball fields
- Two softball fields
- Batting cage
- Four soccer fields
- Football field
- Public playground
- Public restrooms
- One-mile paved walking loop

RIVERFRONT STAGE

The Allegan Riverfront Stage area is located at 1 Riverfront Plaza. Request of use includes only the stage, the grass seating area, and the brick paved area between the grass and the parking lot. If more space is desired, a special request is required. Cost is \$100 for a full day or \$50 for half a day. The Riverfront stage also includes public access to the Riverfront Boardwalk.

THE REGENT THEATRE

The historic Regent Theatre, owned and operated by the City of Allegan, is located Downtown at 211 Trowbridge Street. The one-screen Art Deco theater seats 200 on the ground floor and an additional 150 in the balcony, and can be rented out for private use around the regular showtime schedule of Monday-Friday 5:30pm-9:30pm and Saturday & Sunday 12:30pm-9:30pm at \$50 an hour. Upon request, rental of the Regent Theatre can accommodate and include:

- Private showing of any BluRay or DVD movie
- Private showing of any current feature with the additional ticket cost of \$4 per person
- Purchase of concessions at regular price
- Access to PowerPoint Presentation
- Access to folding tables and chairs
- Personalized marquee display