

Fee Varies

Paid Date: _____



City of Allegan
231 Trowbridge St.
Allegan, MI 49010
Ph. (269) 673-5511

City of Allegan Use of City Properties & Right-of-Way Application

1. APPLICANT INFORMATION

Contact Name: _____

Address: _____ City: _____ State: ____ Zip: _____

Phone: _____ Email: _____

Please list all relevant organizers of event: _____

2. EVENT INFORMATION

What City property are you requesting use of?

- Hanson Park Jaycee Park Road/Sidewalk (Include Map)
- Mahan Park Allegan Sport & Wellness Complex
- Rossman Park Riverfront Stage

For the Griswold Auditorium, please visit thegriswoldallegan.com or call (269) 673-5511.

For the Regent Theatre, please visit alleganregent.com or call (269) 673-5511.

Day & Time of Event (include set-up and tear-down time):

Date: _____ Start Time: _____ End Time: _____

Description of Event: _____

Will you need any of the following from the City? (Fees will apply)

- Roadblocks Metal Barricades

Will you have amplified music? Yes No

Approximately how many people are expected at the event? _____

3. RETURN THIS FORM AND SUPPORTING MATERIALS TO:

City of Allegan
231 Trowbridge St.
Allegan, MI 49010
Ph. (269) 673-5511
tgorby@cityofallegan.org

Applicant will be notified of approval. If approved, fee must be sent to City Hall at 231 Trowbridge St., Allegan, MI 49010. Applicants may pay by credit card by calling (269) 673-5511. An additional fee will apply if paying by card.

For Office Use Only

Date Application Received: _____ Approved Denied
Police Chief Signature: _____ Date: _____
DPW Director Signature: _____ Date: _____
City Manager Signature: _____ Date: _____
Promotions Signature: _____ Date: _____



City of Allegan

Use of City Properties Policy

1. Members of the public may request the reservation of several city-owned properties including Hanson Park, Mahan Park, Jaycee Park, the Allegan Sport & Wellness Complex, the Riverfront Stage, Rossman Park, and other city-owned properties subject to the policies stated herein.
2. Members of the public may request the use of roads and sidewalks within the City of Allegan for runs/walks and parades subject to the policies stated herein.
3. The Riverfront Stage may only be used for public, family-friendly musical performances on Fridays, Saturdays, and Sundays.
4. No event shall be held at Mahan Park when the City of Allegan is holding an event on the Riverfront Stage.
5. If a member of the public wishes to use other city-owned properties not explicitly outlined in this policy or would like to request an exception, they must come before and receive approval from City Council.
6. The City of Allegan and Allegan Public Schools may utilize the facilities free of cost.
7. Any event that includes amplified music must follow the City of Allegan's Noise Ordinance (Allegan Code of Ordinances, Section 15-3). Loud music cannot be played from the hours of 11:00pm to 7:00 am.
8. The following fees apply to the reservation of city-owned properties and right-of-ways:

Use of Hanson Park, Mahan Park, Jaycee Park, Rossman Park and the Sports Complex

Four (4) Hour Rental	Eight (8) Hour Rental
\$100.00	\$200.00

Use of Riverfront Stage

Four (4) Hour Rental
\$200.00

Use of Streets & Sidewalks

Flat Fee for Use of Streets and Sidewalks	
\$25.00	
Metal Barricades and Traffic Control Panels	Deposit
\$5.00 per barricade	\$300.00
Delivery & Return - Weekday	Delivery & Return - Weekend
\$50.00	\$100.00

Use of City of Allegan Police Presence*

Officer Presence at Event
Hourly Rate

*Event Coordinators may also contract with the Allegan County Sheriff's Department if police presence is requested.



City of Allegan

City Properties Available for Request

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. 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. 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
- 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. Mahan Park may not be rented during City-sponsored events held on the riverfront. 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

RIVERFRONT STAGE

The Riverfront Stage is located at 1 Riverfront Plaza. Request of use includes only the stage and the grass seating area in front of it. Cost is \$200 for four hours. Riverfront Stage can only be rented for family-friendly musical performances open to the public on Fridays, Saturdays, and Sundays. This park cannot be requested if Mahan Park is in use. The Riverfront stage is located within the Riverfront Park that also features:

- Access to the Riverfront boardwalk
- 20' long Fireplace
- 100-person Perrigo Plaza Splash Pad
- Picnic tables
- Public Restrooms

ROSSMAN PARK

Rossman Esplanade Park is a beautiful four-quadrant park located at the intersection of Marshall and Fifth Streets. Request of use includes only the northwest OR southwest quadrant of the park. Cost is \$200 for a full day or \$100 for a half a day. Including all four quadrants, Rossman Park also includes:

- Two pickleball courts
- Picnic tables
- Walking labyrinth

SPORT & WELLNESS COMPLEX

The sprawling Allegan Sports Complex is located in a 63-acre park on 29th Street. Request of use includes only the reservation of the pavilion and picnic tables available within. 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