

Twin Lakes Park Reservations

For reservations at Twin Lakes Park, you will want to review the [Twin Lakes Events Policies Procedures w Alcohol Policy](#) along with the [Twin Lakes Park Ordinance 31](#).

Low-Impact Event

Step One: Check with the Parks and Recreation staff to see if the facility(s) and the date(s) you are interested in are available by filling out an online inquiry form [here](#), or call the office at 231-922-4818.

Step Two: Return the following deliverables:

- ✓ 25% Non-Refundable Deposit
- ✓ Full Balance of Fees
- ✓ Logistics Form (via DocuSign)
- ✓ Copy of Certification of Insurance

Due:

Time of Reservation
Thirty (30) Days in Advance
Thirty (30) Days in Advance
Thirty (30) Days in Advance

If Request for Approval of Alcohol for Restricted Event:

- ✓ TIPS Certification (events over one hundred [100])
- ✓ Refundable Damage Deposit
- ✓ Special Requirements for Insurance

Thirty (30) Days in Advance
Thirty (30) Days in Advance
Thirty (30) Days in Advance

Step Three: Once the above deliverables have been turned in, Parks staff will generate your agreement and send it to you via DocuSign. You can sign and return electronically, unless requested otherwise.

Multi-Event Reservations: Once the agreement is executed, the following deliverables will be required throughout the "term" of the agreement:

- ✓ Schedule of New Dates (based on availability)

Seven (7) Days in Advance

Note: Agreements for "Multi-Event" Reservations will have one (1) year terms ending on December 31 of the year of execution.

High-Impact Events

Step One: Check with the Parks and Recreation staff to see if the facility(s) and the date(s) you are interested in are available by filling out an online inquiry form [here](#), or call the office at 231-922-4818.

Step Two: Return the following deliverables:

- ✓ 25% Non-Refundable Deposit
- ✓ Full Balance of Fees
- ✓ Logistics Form and Maps
- ✓ Special Requirements for Insurance

Due:

Time of Reservation
Thirty (30) Days in Advance
Thirty (30) Days in Advance
Thirty (30) Days in Advance

If Request for Approval of Alcohol for "Open to the Public" Event:

- ✓ Special Liquor License
- ✓ Hired Vendor(s) Insurance(s)

Thirty (30) Days in Advance
Thirty (30) Days in Advance

Step Three: Once the above deliverables have been turned in, Parks staff will generate your agreement and send it to you via DocuSign. You can sign and return electronically, unless requested otherwise.

Definitions

Agreement: In order to reserve space within the Grand Traverse County Parks, customers will need to execute an agreement with the department, prior to the event date.

Certificate of Insurance: An active certificate of insurance, that covers the exact dates of your rental with personal liability for at least one hundred thousand dollars (\$100,000) is required (a copy of homeowner's or company's insurance will suffice). The insurance must cover the exact dates of rental.

Damage Deposit (If the event has 100 attendees or more or serving alcohol): Depending on the size of the event and if alcoholic beverages will be served, a refundable damage deposit of (half the rental fee/ \$500.00 for a rental fee over \$1000) may be required. The deposit must be paid thirty (30) days prior to the event date, but you will receive it back roughly seven (7) to fourteen (14) business days after your event.

DocuSign: The Parks Department will send all documents need to be returned, via DocuSign, unless requested otherwise. DocuSign allows customers to fill out and sign their documents electronically with no mailing, dropping off, printing, or scanning necessary.

Grounds/Parking Map: Grounds and parking maps are required for high-impact events. These maps will help establish designated parking areas for vendors, any outdoor tents or vehicles, or anything to be placed on the lawn will require the customer to include proposed placement on outdoor maps of the reserved park.

Invoice: Invoices will be issued by the Grand Traverse County Finance Department, which must be paid within thirty (30) days of receipt.

Logistics Forms: Each reservation will have a unique logistics form, based on type of event, size of event, and special requests. The Parks and Recreation staff will send you a copy of this form, along with Parks Policy's, Rules, and Ordinances that pertain to your specific event.

Payment (Deposits and Full Balances): please be sure to check the due date for payments, based on the park and type of event.

1. Credit Card – you can make your payment with your credit card [here](#). Please note that by paying with a credit card, there will be an Enhanced Access Fee that differs from the amount being paid.
2. In Person – currently acceptance of in person payments are done by appointment only. You may make your payment using credit card, exact cash, or check.
3. Mail – the parks department accepts checks or exact cash through the mail.

TIPS Certification: For Twin Lakes events requesting approval for alcohol and expect guests to exceed 100 people will be required to have alcohol served by a TIPS Certified individual. Parks and Recreation require a copy of this certification.

Special Liquor License: Please review the following in order to obtain a Special Liquor License.

1. Apply through the Michigan Department of Licensing and Regulatory Affairs for a Bond of Special License for Sale of Beer, Wine, and/or Spirits for Consumption on the Premises. For more information about this, the number I have is 866-813-0011.

2. The State of Michigan Liquor Control Commission (MLCC) will then need to issue you a Special License.
 - a. The State of Michigan requires barriers to enclose the outdoor areas where alcohol will be served and will request you to submit the type and height of the barriers, along with a diagram, along with your application.
 - b. Security is also required by both the State of Michigan and the Parks Department in order to secure and monitor to prevent sales to minors and visibly intoxicated persons.
 - c. Keep in mind, groups may only request up to twelve (12) Special Licenses total from the State of Michigan in a calendar year.
3. You would need to contact your insurer and get a separate certificate of insurance called that sets personal liability to \$1,000,000, list Grand Traverse County as additional insured (specifically as mentioned under "Liability and Insurance") this insurance would also need to be qualified as "liquor liability insurance". Note: Customers may allow use of hired bartenders liquor liability insurance and provide their own special event insurance that does not include the liquor liability.
4. For events that are considered "open to the public" must also include assigned staff for security along with proper fencing (required by the State of Michigan) to enclose the venue space.
5. Lastly, you would need to put all your logistics in writing and have them approved by the Parks and Recreation Director.

Special Requirements for Insurance: If the event is over one hundred (100) attendees or to serve alcohol, you will need approval from the County Parks and Recreation Director and shall maintain Commercial General Liability Insurance of one million dollars (\$1,000,000) combined single limit for Bodily Injury and Property Damage. Such insurance shall name the Grand Traverse County Parks and Recreation as additional insured, and a certificate of insurance with an endorsement must be provided thirty (30) days prior to the event. Alcohol may not be served to any minors. Compliance with the GTCPR Alcohol Policy is mandatory. All bartenders are required to be TIPS (Training for Intervention Procedures) certified.

Liability and Insurance. Customer shall maintain, at own expense, liability insurance of at least one million dollars (\$1,000,000). The customer must provide the Parks Department a certificate of insurance with this agreement. The certificate of insurance shall contain the following two (2) paragraphs, **VERBATIM:**

It is understood and agreed that the following shall be Additional Insured: Grand Traverse County, including all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and their board members, employees, and volunteers.

It is understood and agreed by naming Grand Traverse County as additional insured, coverage afforded is considered to be PRIMARY and any other insurance that Grand Traverse County may have in effect shall be considered secondary and/or excess.

Vendors: Vendors for events are companies who are hired out to conduct services for the customers event. Examples of this would be portable restroom services, trash/recycling services, caterers, bounce house companies, etc.

Waivers: depending on the facility reserved, Parks staff will send the customer the applicable waivers for their events to be signed by their participants. If requested, customer can send Parks staff a list of emails for Parks to send DocuSign versions of the waivers. It is still the customers responsibility to assure that all participants submit their signed waivers.