



Park & Pavilion Rental Application

City of Hamtramck

To book a pavilion or park, please fill out the last page of this application.

To learn more about Hamtramck City Parks, go to <https://hamtramck.us/parks/>

Submit the park and pavilion rental form via mail or drop off the application at Hamtramck City Hall.

2023-2024 Fees

Rental of Veterans Park Pavilion	150.00
Rental of Veterans Park Parking Lot	300.00
Rental of Zussman Park	150.00
Rental of Pope Park (Plaza on Joseph Campau)	150.00
Rental of Sarah Garrett Park	250.00
Rental of Holbrook Gardens Park	250.00

Once the application and fees are received, the **Community and Economic Development Department** will hold the space for your reservation. Fees currently cannot be paid online and must be paid by check (mail) or in person. Make the check payable to the "City of Hamtramck." In person, payment can be made by check, cash or credit. If you need assistance, call 313-800-5233 ext. 818.

Hamtramck City Hall

c/o. Community and Economic Development

3401 Evaline Street; Hamtramck, MI, 48212

Cancellations and Refunds

All rentals are non-refundable. A cancellation of a reservation will result in the forfeiture of the entire reservation fee. If on your date it is determined that weather conditions will not permit the use of the site, your reservation may be postponed to any future date not already reserved within the current calendar year.

Sanitation Agreement

Depending on the size of the event, the city may require a security deposit. The event applicant must collect and remove all trash, debris and recycling accumulated during the duration of the event. City of Hamtramck is not responsible for event trash removal.

Failure to remove trash will result in the loss of the security deposit.

Fire

No open flames are permitted on any public space premise within the City of Hamtramck.

Special Events / Large Events:

If you need city assistance from the Police Department or Public Works or are requesting a street closure fill out the Special Event Application, which can be found at hamtramck.us/community-and-economic-development-ced. Parades, festivals and events with more than 75 people require a special event application.

Additional Parks Available - Contact Information:

BASEBALL FIELDS

If you would like to use the baseball fields and greenspace located in the middle of Veterans Memorial Park, please contact the [Friends of Historic Hamtramck Stadium](#) for more information.

PULASKI PARK

If you wish to host an event at Pulaski Park, please contact the [Hamtramck Community Recreation Department](#).

JAYNE PARK

Jayne Park is managed by Detroit. If you would like to reserve contact the [City of Detroit](#).

Park and Pavilion Rental Form - City of Hamtramck

To book a pavilion or park, please fill out this form and complete payment.

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CONTACT INFORMATION

Name: _____

Address: _____

Phone: _____

Email: _____

RENTAL INFORMATION

Park or Pavilion Requested: _____

Dates / Times: _____

Type of Event: _____

Number of People: _____

Additional Details: _____

Signature: _____ Date: _____

FOR STAFF USE:

Payment Date: _____

Payment Type: _____