



City of Hamtramck Park Rental Guidelines and Application

3401 Evaline St
Hamtramck, MI 48212

313-800-5233 ext. 818
hamtramck.us



City of Hamtramck

Community and Economic Development Department

Park and Pavilion Rental Guidelines

The Community and Economic Development Department manages six different parks throughout Hamtramck.

- Veterans Memorial (shared responsibility with the Hamtramck Parks Conservancy)
- Pope
- Holbrook Garden
- Sarah Garrett
- Salam Peace
- Zussman

Examples of events (Less than 50 people)

- Small family reunions
- School event
- Picnics

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.

The City of Hamtramck **does not** manage Pulaski Park. If you wish to host an event at Pulaski Park please contact the Hamtramck Community Recreation Department, which is a part of Hamtramck Public Schools.

Jayne Park is managed by the city of Detroit. If you would like to host an event, please contact the city of Detroit Parks and Recreation Department.

Rental Application

The form must be signed and submitted at least **two weeks prior to the event date**. Submit the form via e-mail to ced@hamtramckcity.com or drop off the application at the CED Department. Once the application and fees are received the CED Department will hold the space for your reservation.

Fees

All application/permit fees must be paid with the submission of the form. The new fee schedule is posted on July 1st of each year. All rentals require a \$100 security deposit. Make the check payable to the “City of Hamtramck.” You can drop the checks off at the CED Department at City Hall or mail them to “City of Hamtramck Community and Economic Development Department, c/o CED Manager, 3401 Evaline Street Hamtramck, MI 48212.”

2022-2023 Fee Schedule

Rental of Veterans Park Pavilion	50.00
Rental of Zussman Park	150.00
Rental of Pope Park	150.00
Rental of Salam Peace Park	250.00
Rental of Sarah Garrett Park	250.00
Rental of Holbrook Gardens Park	250.00

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 & Fire

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

Liability

To the fullest extent permitted by law you agree to defend, pay on behalf of, indemnify, and hold harmless the City of Hamtramck, its elected and appointed officials, employees, agents and volunteers, and others working on behalf of the City of Hamtramck against any and all claims, demands, suits, or loss, including all costs connected there with, and for any damages which may be asserted, claimed, or recovered against or from the City of Hamtramck, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is any way connected or associated in whole or in part with the sponsoring organization’s special event.

Event FAQ

What type of events are not allowed?

If the event is larger than 50 people, you will need to fill out the Special Event Application. If you need city assistance from the Police Department or Public Works, or are requesting a street closure, please fill out the Special Event Application, which can be found at hamtramck.us/community-and-economic-development-ced.

Examples of Special Events

- Parades
- Runs and marathons
- Music, art, cultural festivals

Do I need to rent a pavilion in order to use it?

No, you do not need to rent a pavilion to use it. If you would like to guarantee a spot for your event, we recommend that you fill out the application below.



City of Hamtramck

Community and Economic Development Department

Park and Pavilion Rental Application

In order to reserve your event space, the following form needs to be signed and submitted **two weeks prior to your event date**. You can email a completed application to ced@hamtramckcity.com or drop it off to the CED Department located at 3401 Evaline Street Hamtramck, MI 48212. If you have any questions, please contact the CED Department at 313-800-5233 ext. 818.

CONTACT INFORMATION

Name _____

Phone _____

Address _____

E-mail _____

City _____ State _____ Zip _____

EVENT INFORMATION

Event location _____

Date and time of celebration _____

Type of event _____

Number of people _____

Describe event _____

SIGNATURE

Printed name _____ Signature _____ Date _____

Please indicate which park you want to rent:

- ☐ Veterans Memorial
- ☐ Pope
- ☐ Holbrook Garden
- ☐ Sarah Garrett
- ☐ Salam Peace
- ☐ Zussman