

## Important Dates

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Group permits and Pavilion reservations will not be issued for the following days:

New Year's Day  
Winterfest  
Spring Egg Hunt  
Easter  
Mother's Day  
Memorial Day Weekend  
Memorial Day  
Father's Day  
Independence Day  
Independence Day Weekend  
Michigan Marina Day  
Family Fiesta  
Labor Day Weekend  
Labor Day  
Fall Harvest  
Haunted Park  
Thanksgiving  
Christmas Eve  
Christmas  
New Year's Eve

Other dates and times may be restricted due to City-sponsored events. Call the Department for availability.

## Park Hours

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May 1 to October 31: 6 am — 11 pm  
November 1 to April 30: 8 am — 9 pm

## Neff Park Office Hours

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Monday to Friday: 8 am — 4 pm  
Closed on holidays.



## Group Permit Application & Pavilion Request Form

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Department of Parks and Recreation  
City of Grosse Pointe  
17147 Maumee Ave  
Grosse Pointe, MI 48230

Phone: 313-343-5257  
Fax: 313-885-1183  
Web: [www.grossepointecity.org](http://www.grossepointecity.org)  
Email: [parks@grossepointecity.org](mailto:parks@grossepointecity.org)

## Group Permit Policies

- For all gatherings of 10 people or more, or for more guests beyond the permitted amount of available park passes in a household, a Group Permit Application and a guest list must be submitted to the Director at least seven days in advance. Group Permit Applications will be accepted no more than three months in advance.
- Group permits will not be issued for holidays, for holiday weekends, during city-sponsored events, and for other high-demand days as deemed by the Director.
- A maximum of 50 guests are allowed per group permit. The maximum total number of guests per day for all group permits is 150.
- Groups will be limited to the following number of tables:
  - Groups of 10 or fewer – 1 table
  - Groups of 10 to 20 – 2 tables or less
  - Groups of 20 to 30 – 3 tables or less
  - Groups of 30 to 40 – 4 tables or less
  - Groups of 40 to 50 – 5 tables or less
- Group permits will not be issued to minors. Groups of minors must be supervised by an adult.
- The host resident must be present during the entire duration of the event, as indicated on the issued group permit. The host resident will accept all responsibility for cleaning their respective area before leaving and will ensure that all guests conduct themselves in a responsible manner.
- All refuse must be placed in waste containers found in the park.
- A household is limited to 3 permits during the summer season (Memorial Day to Labor Day).
- Residents that intentionally disregard park rules may have their passes confiscated and their entry privileges revoked.
- There is a **\$10 fee** to reserve a Group Permit

**Additional rules may apply to group permits and Pavilion reservations. A complete listing of rules are available at the Neff Park office.**

## Neff Park Rules

- To enter Neff Park a person must: show a valid pass that has been issued to them; or be accompanied by a resident with a valid pass; or have their name on an approved list.
- Pets are not allowed in Neff Park. Boat owners may bring a pet directly to their boat if their pet is on a leash.
- Alcohol is permitted and must be consumed responsibly.
- Picnic tables must be actively used and cannot be saved or reserved for a later time. Exceptions will be made on nights of home swim meets.
- Noise must be at a reasonable level; loud noises and music are prohibited.
- Nothing shall be driven into the ground. Large tents, unauthorized vehicles, skateboards, bicycles, roller blades, roller skates, or anything that could damage park grounds are not permitted in the park.
- Catered events must be approved in advance.
- Items such as signs and balloons shall not be attached to or placed at the park entrance, on park fences, or on park gates. Such items will be removed and disposed of accordingly.

## Pavilion Policies

- A Pavilion Request Form must be submitted to the Director at least seven days in advance. Reservation requests will be accepted no more than three months in advance. Pavilion requests may require a group permit.
- The Pavilion will not be reserved for holidays, for holiday weekends, during city-sponsored events, and for other high-demand days as deemed by the Director.
- Residents may reserve the Pavilion for one of three blocks of time: 6 am to noon, noon to 5 pm, or 5 pm to close.
- The maximum number of six picnic tables will be allowed at the Pavilion. The host resident may bring in additional tables of their own to use.
- The Pavilion may not be saved or reserved for a later time. When not in use, the Pavilion is available on a first-come, first-served basis.
- City sponsored events will have priority on Pavilion usage.
- There is a **\$25 fee** to reserve the Pavilion per five-hour period.

## Group Permit and Pavilion Request Form

Resident Name: \_\_\_\_\_ Pass Number: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Please check the "Important Dates" section of this brochure for restricted dates.

Proposed Function: \_\_\_\_\_ Total Number of People: \_\_\_\_\_

Proposed Date: \_\_\_\_\_ Proposed Time: \_\_\_\_\_

Group Permit       Pavilion Request (select one of the following time blocks):     Open — Noon     Noon — 5 pm     5 pm — Close

I have read and agree to abide by the rules and policies regarding Neff Park, Group Permits, and the Pavilion.

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form, along with your guest list and fee, to the Neff Park office or to City Hall at least seven days before the event.

**\$25 Pavilion Fee Paid:** \_\_\_\_\_ Date: \_\_\_\_\_ Ck #: \_\_\_\_\_  
**\$10 Group Permit Fee Paid:** \_\_\_\_\_ Date: \_\_\_\_\_ Ck #: \_\_\_\_\_