



Grand Traverse Lighthouse Museum

P.O. Box 43 • 15500 N. Lighthouse Pt. Rd. • Northport, Michigan 49670

Phone/Fax (231) 386-7195 • email: gtlhse@triton.net

Special Events Policy

STATEMENT OF PURPOSE:

To ensure the protection and preservation of the Grand Traverse Lighthouse Museum artifacts, buildings and grounds and to preserve the GTLM goal as stated in the By-laws, Article 1, PURPOSES.

Special events may be allowed under the following conditions:

1. All requests for special events (including weddings), must be submitted in writing to the Executive Director on the attached "Use Permit". The decision of the Executive Director is final.
2. All approved events are subject to the Michigan "State Parks and Recreation Area Rules" and any other relevant State Park policies and fees. A State park motor vehicle passport is required for each vehicle to enter Leelanau State Park. Contact Leelanau State Park for more information at (231) 386-5422.
3. Events may not interfere with public entry to view the museum and grounds or with other special events sponsored by GTLM.
4. Alterations to the buildings or grounds are limited; no changes other than minimal disturbances will be approved. Event sponsors must restore the area to its original condition. No tents of any kind are allowed. All events will take place in the designated site area. See attached map.
5. Any expense incurred is the responsibility of the sponsoring group.
6. GTLM is not responsible for accident, injury, loss of personal items or property damage during approved events sponsored by outside groups. All event sponsors must carry liability insurance and provide the GTLM and its insurance company with a Certificate of Insurance.
7. The fee to use the Lighthouse grounds for a special event is \$250 minimum. The interior of the historic buildings or structures are not available for use.

USE PERMIT

Please complete two copies of this permit for use of the Grand Traverse Lighthouse Museum Site and return both copies to GTLM, P.O. Box 43, Northport, MI 49670. An executed copy will be returned to you. Please allow at least 30 days for an executed copy.

Sponsor Name: _____

Address: _____

Phone: _____

Date of Event: _____

Time of Event: from _____ to _____

Describe purpose, plans and description of the event:

(See reverse)

This permit is subject to the following conditions and requirements:

1. All fees are to be paid 30 days prior to the event.
2. Approved events will be subject to the Michigan "State Parks & Recreation Area Rules" and any other relevant State Park policies and fees.
3. Events may not interfere with public entry to view the museum and grounds.
4. No activities that permanently alter appearance of the grounds or buildings will be permitted. Event sponsors must restore any area used to its original condition. No tents of any kind are allowed.
5. Temporary improvements necessary for the efficient utilization of the premises may be made as indicated. These improvements must be removed immediately after the event.
6. Electricity is not available for event use.
7. Any expenses incurred are the responsibility of the sponsor.
8. Liability: All sponsors must have liability insurance and provide the GTLM with an executed Certificate of Insurance. GTLM will not be responsible for accident, injury, loss of personal items or property damage during approved events.

I HAVE READ THE CONDITIONS GOVERNING THIS PERMIT AND AGREE TO ABIDE BY THEM IN THE CONDUCT OF MY EVENT UNDER THIS PERMIT.

Sponsor

Date

Executive Director-GTLM

Date