



Townsend Park Info

Open Shelter Rentals

Park Manager: Ken Foster (616)874-4241 ken.foster@kentcountymi.gov

Open Shelter Information

Welcome to Townsend Park! We want your event to be a success, please let us know of any questions or concerns you have prior to arrival!

Built in 1926 of fieldstone, the open shelter is surrounded by an area of native wildflowers and a large concrete patio. There is an accessible walkway from the parking area. The maximum headcount for groups that have only rented the open shelter is 80.

There are ten 8-foot picnic tables located in the shelter with an additional two tables on the patio. There are also two serving tables affixed to the patio. Shelter furniture must remain inside the shelter.

There is electric service to the shelter but it is limited. You may want to consider a caterer rather than using multiple crock-pots or roasters that will overload the circuit. There is a water spigot behind the patio.

The closest restroom is located at the enclosed shelter. Due to the distance, you may want to consider renting a portable bathroom. Please contact the park manager to discuss delivery and placement.

If you are planning on paying the fee for use of a commercial grill or pig roast, please contact the Park Manager to discuss placement of these items.

Your rental only includes the shelter itself and the area immediately surrounding the shelter. If you wanted to use any other area of the park for your event you will have to rent that area additionally. If you have a group larger than 80 people, you'll have to rent an additional area to ensure sufficient parking. Playgrounds and restrooms are not reservable and are open to the public during your rental. Call the park manager with any questions about the best option for your group.

Open Shelter Rules and Guidelines

- ◆ We do not move tables to this area or allow any larger tents. Smaller pop-up tents may be used on the patio but may not be secured to the ground with stakes.
- ◆ No vehicles are allowed in lawn areas, this includes delivery vehicles for chairs, tents, etc.
- ◆ No fires are allowed inside the shelter.
- ◆ Please keep guests out of the native wildflower area, including use of the area for pictures.
- ◆ When decorating avoid use of nails, pins, tacks, duct tape, or anything that might mar or permanently damage beams, posts, walls or tables. All decorations must be removed at the end of your rental, plan your event timing accordingly.
- ◆ Tents, chairs, etc. must be set up and taken down the day of your event unless other sessions have been rented to accommodate them.
- ◆ No artificial flower petals are allowed for outside events. No glitter is allowed for use in any area. Helium balloons are not allowed inside any shelter.
- ◆ All Open Shelter and Picnic areas must be **cleaned up and out** by sunset. Check the sunrise/sunset calendar for Rockford, MI to determine when your event must come to an end.

Please understand we have many groups that reserve our park areas each season. These rules are in place to ensure that the park will be in good condition for your event, and for all future events.