Belle Isle Park (DNR) Information Packet

Belle Isle Administration: White House: 2 Inselruhe, Detroit, Michigan 48207
Park Hours: 5 a.m. – 10 p.m. daily
OFFICE: 313-821-9844 FAX: 313-821-9848

Cash, money orders, check, credit cards are accepted for all Belle Isle fees.

Flynn Pavilion Rental Policy

The Flynn Pavilion is a rental facility that can accommodate approximately 100 guests. The rental cost is $700. $150 of this amount is a refundable security deposit. The total payment is due upon signing the contract.

Included in the rental fee is (4) hours rental time and (3) hours set up time, building preparation, set-up of table and chairs. Any additional setup or rental hours must be approved by park management.

Events at the Flynn must end no later than midnight. Reasonable clean up time of one (1) hour after event is granted. Anytime spent after the one (1) hour clean up time will be assessed a fee of $75 per hour deducted from the security deposit. Belle Isle cannot store items (linen, dishes, tables, chairs, etc.) NO EXCEPTIONS.

All events will be setup with a default floor plan. Customer is responsible for any changes needed to the setup, this includes moving, and breaking down of equipment. The only exception would be if the customer requests not to use any park equipment. The property of Belle Isle, including tables, chairs, and utility carts are not allowed on the outside of the building. All equipment must remain inside of the premises. Belle Isle DOES NOT store items, equipment, supplies or rental equipment overnight.

Belle Isle Casino Rental Policy

The Belle Isle Casino is a rental facility that can accommodate approximately 250 guests on the lower level and 300 guests on the upper level. The rental cost for the Casino is $1400. $250 of this amount is a refundable security deposit that will be refunded 4 to 6 upon review of building conditions and adherence to event contract. The total amount is due upon signing the contract. Any additional setup time is $25 per hour if available. Any additional rental time is $150 per hour if available. The facility has 72-inch round tables on the lower level that seat 10 per table and 60-inch round tables on the upper level that seat 8 per table.

Events at the Casino must end no later than midnight. Reasonable clean up time of one (1) hour after event is granted. Anytime spent after the one (1) hour clean up time will be assessed a fee of $150 per hour deducted from the security deposit. Belle Isle cannot store items (linen, dishes, tables, chairs, etc.) NO EXCEPTIONS.
All events will be setup with a default floor plan. Customer is responsible for any changes needed to the setup, this includes moving, and breaking down of equipment. The only exception would be if the customer requests not to use any park equipment. The property of Belle Isle, including tables, chairs, and utility carts are not allowed on the outside of the building. All equipment must remain inside of the premises. Belle Isle DOES NOT store items, equipment, supplies or rental equipment overnight.

**General Facility Policies**

Representative of contract is responsible for the cleanup of the entire facility. The entire facility must be left in the same conditions as prior to your event. A Belle Isle staff member will conduct a review of facility conditions with the contract representative both before and after the event. Each event is responsible for having table coverings on all tables that are used. Tables must be cleaned and free of debris. All spills must be cleaned. Garbage must be pulled from trash cans and bagged properly for disposal. The kitchen/bar areas must be cleaned entirely. This includes counters, sinks, refrigerator/freezer and floors. In the event the facility guidelines are not adhered to, and/or if any damage occurs to and/or around the building, if facility is not properly cleaned, or your event exceeds your scheduled time, the Department may at its discretion retain any and/or all of your security deposit.

**Belle Isle Conservatory/Formal Garden Rules & Guidelines**

A wedding information data sheet must be completed and signed with appropriate fees in order for your request to be processed. All weddings are limited to two (2) hours, starting time 11 a.m., with the last ceremony beginning no later than 5 p.m. Weddings are held at the Anna Scripps Whitcomb Conservatory - Formal Garden.

Wedding receptions are not permissible at the Flynn Pavilion or the Casino.

Weddings scheduled for the Formal Garden may use the Conservatory in the event of inclement weather.

Any inquiries regarding rescheduling dates must be directed to the Administration Office. In the event of inclement weather the option to reschedule is available.

**Special Instructions:**

All fees must be paid at the time the reservation is made. This includes rehearsal time if needed.

**No refunds will be issued. There will be no transfer of funds to another date or facility. No exceptions.**

A security deposit may be required for the use of the facilities.
A maximum of ten (10) chairs is allowed in the Conservatory and a maximum of (150) chairs in the Garden. **Belle Isle Park does not provide chairs.**

Information about rental companies is available at the Administration Office.

The service permits 150 guests within the Flower Garden, or 25 guests within the Conservatory.

Amplified musical instruments are **prohibited. A small tape recorder may be utilized.**

**Tents and/or canopies of any kind or size are prohibited.**

No decorations of any kind are allowed. No streamers or decorations may be used to block off any area from the public between the hours of 10 a.m. - 5 p.m. However, an arch of flowers or balloons is permitted. Those items must be removed at the end of your ceremony.

Throwing of rice, birdseeds, or flower petals or other materials is **prohibited.** Bridal runners may not be used on the grass area.

You must schedule enough time before and after your service so as not to conflict with other scheduled weddings or parties.

You are not allowed to move any plants or props in the Conservatory.

All vehicles must remain on the street.

No electricity is available at the facilities.

No loudspeaker systems or electrical generators may be used in the Garden or Conservatory.

The State of Michigan will not be responsible for chairs, cameras, or other items left on the premises by your party.

Rehearsals must be scheduled at contract signing. **NO REHEARSAL ON SATURDAYS OR SUNDAYS OR AFTER 4 p.m.** Only one rehearsal is granted at no charge.

**Additional Information**

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<thead>
<tr>
<th>Location</th>
<th>Phone</th>
<th>Hours</th>
<th>Days</th>
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<tbody>
<tr>
<td>Belle Isle Conservancy</td>
<td>313-331-7760</td>
<td>9a – 3p</td>
<td>Mon – Fri</td>
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<tr>
<td>Conservatory</td>
<td>313-821-5420</td>
<td>10a – 5p</td>
<td>Wed – Sun</td>
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<tr>
<td>Nature Zoo</td>
<td>313-628-4056</td>
<td>10a – 5p</td>
<td>Wed – Sun</td>
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<tr>
<td>Dossin Museum</td>
<td>313-628-4050</td>
<td>10a – 5p</td>
<td>Sat – Sun</td>
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<tr>
<td>Aquarium</td>
<td>313-628-4050</td>
<td>10s – 4p</td>
<td>Sat &amp; Sun</td>
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<tr>
<td>Driving Range</td>
<td>313-821-5218</td>
<td>9a - dusk</td>
<td>Daily</td>
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<tr>
<td>Location</td>
<td>Phone</td>
<td>Time</td>
<td>Days</td>
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<tr>
<td>Golightly Boat Club (Rowing)</td>
<td>313-821-3316</td>
<td>7a – 4p</td>
<td>Mon – Sat</td>
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<tr>
<td>Yacht Club:</td>
<td>313-821-1200</td>
<td>4a – 9p</td>
<td>Daily</td>
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<tr>
<td>Coast Guard Station</td>
<td>313-331-3119</td>
<td>Daily Operations</td>
<td>Daily Operations</td>
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<tr>
<td>Come Play Detroit (Athletic Area)</td>
<td>248-845-8273</td>
<td>Daily Operations</td>
<td>Daily Operations</td>
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Scott Fountain (2) hrs between 11 a.m. – 7 p.m. $150

11 a.m. – 1 p.m.
2 p.m. – 4 p.m.
5 p.m. – 7 p.m.

Conservatory/Flower Garden

11 a.m. – 1 p.m. $200
2 p.m. – 4 p.m. $200
5 p.m. – 7 p.m. $300

Please contact the administration office for available dates

**Rehearsals**

No charge

Must be scheduled from 10 a.m. – 4p.m. Weekdays only (No sat/Sun)

Pictures Only (Fountain, Flower Garden 2-hour time slots) $100

**Permits** Permit holders must use authorized vendors for Belle Isle Park

Canopy Permit (min. 2) $25
Inflatable Permit (min 2) $25
Alcohol Permit (shelters/special events only) $100

**Picnic Shelter Rental** – [For shelter locations, click here](#)

Shelter # 10, 11, 14, 15, 16, 17, 18, 19, & 20 $50
Shelter # 1 $150
Shelter # 2 (electricity included) $150
Shelter # 3, 4, 5, 6 $125
Shelter # 7 (electricity included) $200
Shelter 8E, 8W $150
Shelter 8E, 8W w/middle (electricity included) $200
Shelter # 9 $150
Woodside Shelter $100

**The New Giant Slide**
11 a.m. – 7 p.m. (Fri, Sat, Sun) $1 per ride / 6 rides for $5

**Special Event – (Outdoors) / requires a permit and must be approved by Park Mgr.**
Completed use permit application is required. Events must be scheduled at least 30 days in advance.

Photo Shoot 1 – 4 hours TBD
Photo Shoot 4 or more hours TBD
Video or Film Shoot TBD
Special Event (Rally, Walk/Run, Large Commercial Picnic)
1 – 4 hours TBD
5 – 8 hours TBD

**Athletics**

**Baseball, Softball Diamonds**
Baseball Diamond (one time use; less than 3 hours) $25
Softball Diamond (one time use; less than 3 hours) $25
Adult League Permit (Maximum 14 games) $300
Youth League Permit (Maximum 14 games) $250
Seasonal Practice Permit $25
Adult Tournament (3-day max) $150
Youth Tournament (3-day max) $150

**Football, Soccer, Cricket, Rugby, Lacrosse Fields (Max 6 hours)**
Practice only at one field (8 or less practices)  $225
4 or less games  $225
5 or more games played at one field  $325
Practice and play at same field  $425

**Tennis Courts**

Single Court Use  $6/hr.
$40/day (max 8 hrs)
Tournament (per 2 courts)  $75