

Community Green Pavilion/Amphitheater Reservation Policy

Community Green Address: 9309 Dobber Wenger, Caledonia MI 49316

Reservations for the Community Green Pavilion/Amphitheater must be made with the Clerk's office at the Caledonia Township Hall. A reservation is not confirmed until a reservation form is on file and the rental and security deposit fees are paid to the Caledonia Charter Township. Each reservation form shall be accompanied by two checks or payment; one for the rental fee and the second for a security deposit. **Payments must be sent to Caledonia Township Hall, 8196 Broadmoor Ave SE, Caledonia, MI 49316.** If you have questions, please contact the Caledonia Township Hall at 616-891-0070 or at parks@caledoniatownship.org. If mailing payments, please contact the Township Hall to confirm receipt.

Rental and Security Deposit Fees

Fees to secure a reservation shall be as follows:

Park Pavilion

If the applicant and responsible party is a resident:	\$75.00 Half Day / \$100.00 Full Day
If the applicant and responsible party is a non-resident:	\$150.00 Half Day / \$200.00 Full Day

Half Day rentals shall be in increments of Dawn till 2:00 p.m. or 3:00 p.m. until dusk/10:00 p.m. In addition, each reservation shall be accompanied by a security deposit of \$200, regardless of Half Day/Full Day rental. If the facility is left in good, clean order, the deposit will be refunded.

Park Pavilion Plus Amphitheater

If the applicant and responsible party is a resident:	\$150.00 Half Day / \$200.00 Full Day
If the applicant and responsible party is a non-resident:	\$300.00 Half Day / \$400 Full Day

Half Day rentals shall be in increments of Dawn till 2:00 p.m. or 3:00 p.m. until dusk/10:00 p.m. In addition, each reservation shall be accompanied by a security deposit of \$500 regardless of Half Day/Full Day rental. If the facility is left in good, clean order, the deposit will be refunded.

Recurring Rentals

If you wish to rent the facility on a recurring basis, you may secure one rental per month. However, if you wish to secure additional dates, any recurring rental must be made 10 days prior to the reservation date by calling the Township Hall.

Any activities/rentals of either the Pavilion or the Pavilion Plus Amphitheater must be completed and cleaned by 10:00 p.m.

All rules and regulations of park use are located on the Caledonia Township website under Departments; Zoning; Ordinances; Compiled General Ordinances. If any items are to be sold, applicant must apply for a Peddler's Permit through the Village of Caledonia. A copy of the permit must be submitted to Caledonia Township with the reservation form. Currently, Township ordinance does not allow for alcohol sales.

Cancellation of Reservation

A reservation may be cancelled without penalty no less than 8 days before the date of the reservation. If the cancellation occurs less than 8 days prior to the reservation date, the rental fee will be forfeited, but the security deposit will be returned. Caledonia Township is not responsible for inclement weather.

Caledonia Charter Township reserves the right to dismiss anyone from the premises for disorderly conduct, engaging in any illegal activity or violating any township ordinance.

**Caledonia Charter Township
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For your information, all facility rental fees are reserved to help maintain, renovate and improve the parks of Caledonia Charter Township. Thank you for your patronage!

PLEASE COMPLETE THE FOLLOWING INFORMATION IN LEGIBLE FORM:

1. Name of person making reservation: _____

2. Name of group for which reservation is made: _____

3. Complete mailing address for person or group: _____

4. E-mail Address: _____

5. Date(s) of Reservation: _____

6. Facility Rental Type: *(Please check appropriate box)*

a. Park Pavilion

b. Park Pavilion plus Amphitheater

7. Rental Type: *(Please check appropriate box)*

a. Half Day Rental

i. Dawn till 2:00 p.m.

ii. 3:00 p.m. till Dusk/10:00 p.m.

b. Full Day Rental

8. Set-up/Arrival: No earlier than _____ AM/PM

Event Start: _____ AM/PM

Departure: _____ AM/PM

9. Daytime telephone number: _____

Evening telephone number: _____

10. Purpose of the reservation: _____

11. Number of people anticipated: _____

12. Is electricity required? _____ YES _____ NO

13. Is amplified music planned? _____ YES _____ NO

14. Will a propane grill be used? _____ Yes _____ No (If yes, Township will need to approve use.)

15. Please contact the Township if you are considering having food trucks or trailers at your event. These trucks can only be parked in certain areas of the parking lot.

16. Are you requesting a permit to possess and/or consume alcohol? _____ Yes _____ No
(If Yes, please complete the information requested below and sign the required certifications as part of the rental of the park; if No, sign only on the second signature line.)
17. Age of the applicant: _____
18. Alcohol Permit and Insurance Requirements:
- a. You are required to purchase liability insurance that meets the Township’s insurance requirements;
 - b. You may only serve alcohol during the hours defined in your park reservation application;
 - c. Premises Liability insurance with a limit of at least \$500,000 including “Host Liquor Liability” coverage. (Applies to alcoholic beverages served at no charge.)
 - d. “Host Liquor Liability” **must include the Caledonia Charter Township as an additional insured for primary and non-contributory limits of liability.**
 - e. Insurance Information: Carrier: _____
 - f. Agent contact name, phone and e-mail: _____
 - g. Policy number: _____

Attach certificate of insurance to application.

- Time Period in which alcohol will be served (serving of alcohol must end 1/2 hour prior to the established ending time of your event.):

No earlier than AM/PM _____ No later than AM/PM _____

- Certifications/Hold Harmless

h. I confirm that I/we will not sell/provide alcoholic beverages and that there will be no alcoholic beverages served to any individuals under the age of 21 at our event. I confirm that I/we will leave the area in a clean and presentable condition.

i. In consideration of being allowed by the Caledonia Charter Township to possess and consume beer and/or wine at the above location and date(s), the undersigned, by this application, does/do hereby expressly stipulate and agree to release, waive, discharge, indemnify and forever hold harmless the Charter Township of Caledonia, its departments, officials, officers, its assigns, agents, servants and employees and volunteers of and from all claims, demands, actions or causes of action now existing or which may hereafter exist by reason of any damage, loss, injury or death which heretofore has been or which may hereafter be sustained by the said INDIVIDUAL, GROUP, ORGANIZATION OR FAMILY in consequence of their participation in any and all activities in connection with issuance of this permit.

This release extends and applies to, and also covers and includes, all unknown, unforeseen, unanticipated and unsuspected injuries, death, damages, loss and liability and the consequence thereof, as well as those now disclosed and known to exist. The provisions of any state, federal, local and territorial law or statute providing in substance that releases shall not extend to claims, demands, injuries, death or damages which are unknown or unsuspected to exist at the time to the person executing such release, are hereby expressly waived.

 Signature of Person Applying for Alcohol Permit Date
(Must be same as person requesting reservation)

By signing below, I acknowledge that I have read and understand the various rules and provisions on this form. I will accept responsibility for ensuring full compliance with these rules and applicable provisions of the township ordinances during the reservation time. I further understand and agree that I shall be responsible for the proper use and care of the facility being placed in my care. **Further, COVID-19 precautions will be followed to the extent possible and all current health orders will be followed on the date of the event to the best of my ability.**

 Signature of Person Requesting Reservation

 Date

OFFICE USE ONLY

Date reservation received: _____

Residency Verified: _____

Pavilion only: _____ Pavilion Plus Amphitheatre: _____

_____ Half Day Rental: Dawn – 2:00 p.m. 3:00 p.m. till Dusk/10:00 p.m.
_____ Full Day Rental

Alcohol Permit Approved: _____ Yes _____ No

Propane Fuel Grill/Pit Approved: _____ Yes _____ No

Village of Caledonia Peddler's Permit Required: _____ Yes _____ No

Village of Caledonia Peddler's Permit Received: _____ Yes _____ No

Rental Fee: _____ Check Cash*

Check No.: _____

Security Deposit: _____ Check Cash*

Check No.: _____

Permission to destroy Security Deposit Check after event.

Mail Security Deposit Check to: _____

*Cash must be picked up by applicant after the event.

Approved: _____ Yes _____ No

Reason for denying: _____

Signature: _____

Cancelled Date: _____ **Rental fee returned:** Y N **Security Deposit returned:** Y N