

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 Caledonia Township Office. A reservation is not confirmed until a reservation form is on file and the rental and security deposit fees are paid to the Charter Township of Caledonia. Each reservation form shall be accompanied by two checks or payments; one for the rental fee and the second for a security deposit. **Payments must be sent to Caledonia Township Office, 8196 Broadmoor Ave SE, Caledonia, MI 49316.** If you have questions, please contact the Caledonia Township Office at 616-891-0070 or parks@caledoniatownship.org. If mailing payments, please contact the Township Office 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 8:00 a.m. to 2:00 p.m. or 3:00 p.m. to 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, and the picnic tables, if moved, are returned to their original location 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 8:00 a.m. to 2:00 p.m. or 3:00 p.m. to 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, and the picnic tables, if moved, are returned to their original location 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, an 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, the Township ordinance does not allow for alcohol sales.

Cancellation of Reservation

A reservation may be canceled 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.

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

**Charter Township of Caledonia
Community Green Pavilion/Amphitheater Reservation Policy**

For your information, all facility rental fees are reserved to help maintain, renovate and improve the parks of The Charter Township of Caledonia. 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. 8:00 a.m. to 2:00 p.m.
 - ii. 3:00 p.m. to 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 phone number: _____ Evening phone number: _____

10. Purpose of the reservation: _____

11. Number of people anticipated: _____

12. Is electricity required? _____ YES _____ NO

13. Is amplified music planned? _____ YES _____ NO (If yes, a sound application permit is required)

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

15. Will you be having Food Trucks? _____ Yes _____ No
(Food 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 Charter Township of Caledonia 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 a certificate of insurance to the 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 Charter Township of Caledonia 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 the 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 the 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.

 Signature of Person Requesting Reservation

 Date

OFFICE USE ONLY

Date reservation received: _____ In Person In Mail In Drop Box

Residency Verified: _____

Pavilion only: _____ Pavilion Plus Amphitheatre: _____

_____ Half Day Rental: 8:00 a.m. to 2:00 p.m. 3:00 p.m. to 10:00 p.m.
_____ Full-Day Rental

Alcohol Permit Approved: _____ Yes _____ No _____ N/A

Propane Fuel Grill/Pit Approved: _____ Yes _____ No

Food Trucks 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.: _____

*Security Deposit will be deposited for events reserved over 6 months in advance. It will be returned minus any applicable damage fees 14 to 30 days after event

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