

**James F. Atchison Memorial Park
Pavilion Use**

NAME _____

MAILING ADDRESS _____ CITY _____ ZIP _____

PHONE: Home _____

DRIVER'S LICENSE NUMBER: _____

Work _____

Cell _____

DATE OF USE _____

GROUP NAME _____

APPROXIMATE # IN GROUP _____

RENTAL FEES: Resident: \$75.00
Non-Resident Non-Profit: \$75.00
Non-Resident or Business: \$125.00

NON-PROFIT _____

REFUNDABLE DEPOSIT: Resident/Non-Resident/Business/Non-Profit - \$50.00

*No alcoholic beverages permitted.
Parking regulations are strictly enforced.
Return picnic tables if moved.
Do not use staples to secure tablecloths.
Leave the park in the condition found.*

**PLEASE PLACE ALL TRASH IN DUMPSTER PROVIDED WHEN LEAVING PARK!
FAILURE TO DO SO WILL RESULT IN FORFEITURE OF DEPOSIT.**

HOLD HARMLESS AGREEMENT

To the fullest extent permitted by law, I agree to defend, pay in behalf of, and hold harmless the Charter Township of Lyon, its elected and appointed officials, employees and volunteers and others working on behalf of the Township against any and all claims, demands, suits, loss, including all costs connected therewith, for any damage which may be asserted, claimed or recovered against or from the Township, its elected and appointed officials, employees, volunteers or others working on behalf of the Township, by reason of personal injury, including loss of use thereof, which arises out of or is in any way connected or associated with this permit or use in the park.

APPLICANT SIGNATURE _____ DATE _____

FEE _____ REFUNDABLE DEPOSIT _____

TOWNSHIP APPROVAL _____ DATE _____

Lyon Township Pavilion Reservation Agreement
James F. Atchison Memorial Park
 58000 Grand River Ave.
 New Hudson, MI 48165
 Phone: (248) 437-2240
 Fax: (248) 437-2336

Availability: April 1st through October 31st, 8:00 am – Dusk

RENTAL OPTIONS	CAPACITY	RESIDENT OR LOCAL NON-PROFIT DAILY FEE	NON-RESIDENT OR BUSINESS DAILY FEE
Pavilion A, B, or C 20' x' 40"	80 people	\$75	\$125

***All pavilions have two 110 electrical outlets. Use of electric service requires a key, which can be obtained at the Township Hall. A \$20 deposit will be collected, which will be returned when the key is returned.**

Facilities managed by Lyon Township are made available for use in accordance with the guidelines established by the Lyon Township Parks and Recreation Advisory Board, subject to approval by the Township Board of Trustees.

APPLICATIONS

1. To reserve a date and time for use of a pavilion, the application must be completed, signed, and dated, and submitted to the Township with the appropriate fee (cash or check only). The applicant must be at least twenty-one (21) years of age and will be responsible for any and all damages incurred during the designated time on the application.
2. The Township reserves the right to review applications, to cancel or deny permits with or without notice, and to limit the frequency of pavilion use by one group or organization at its discretion.
3. An approved application may not be assigned or transferred to another party.

CONDITIONS OF USE

1. Alcoholic beverages are not allowed.
2. Smoking is not permitted within a pavilion.
3. At least one (1) adult chaperone shall be present for every 15 minors in attendance. The applicant shall have overall responsibility for the proper use of the pavilion, restrooms, and other facilities by any person participating in an activity or organization he or she is representing.

4. All in attendance shall abide by the rules and regulations posted in the park. In addition, the applicant shall be responsible for the following:
 - a. The orderly behavior of pavilion users.
 - b. Payment for any damages due to use of the premises.
 - c. Responsiveness to directives from Township personnel.
 - d. That activities in the park are of a nature suitable for a public space.
 - e. That activities in the park conform to Township ordinances and state laws and regulations.
 - f. Decorations are limited to tabletops only. No tape, staples, glue or other adhesive materials shall be used to decorate the pavilions.
 - g. Open flames are prohibited.
 - h. Extension cords shall be secured to the floor surface.
 - i. Nothing in the pavilions or park shall be removed, relocated, or changed without prior specific approval from Township personnel.
 - j. Upon completing use of the pavilion, the pavilion, tables, and benches shall be cleaned, all decorations removed, and trash disposed of properly.
5. Lyon Township assumes no responsibility, financial or otherwise, for accidents, injuries, or losses sustained by individuals while using the facilities.
6. Renters selling food must comply with Oakland County Health Division regulations. Applications for a temporary food permit can be obtained by calling the Oakland County Health Division.
7. The applicant shall have a copy of the rental application in his or her possession on the rental day.

INSURANCE

Insurance will be required for the following rentals:

1. Events open to the public. Shows or events that are open to the general public will require a special comprehensive general liability policy in the amount of one million dollars (\$1,000,000), combined single limit with the Charter Township of Lyon listed as an additional insured from set-up to take down.
2. Private events. Weddings, showers, parties, etc., will require proof of property liability coverage under the applicant's "homeowner's" or "renter's insurance" policy.

3. Rentals for the purpose of providing instruction to the public. Individuals or groups renting pavilion space for the purpose of providing instruction to the public must provide a certificate of general liability insurance in the amount of one million dollars (\$1,000,000), combined single limit with the Charter Township of Lyon listed as an additional insured from set-up to take down.

CANCELLATIONS AND REFUNDS

1. If the applicant cancels his or her reservation more than two (2) weeks before the scheduled rental date, the applicant will receive a full refund.
2. If the applicant cancels his or her approved reservation two (2) weeks or less before the scheduled rental date, the applicant will receive a full refund less a 15% administrative fee.
3. Refunds are not given for cancellations due to inclement weather.

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June 3, 2015

