

CITY OF NEW BUFFALO

PARK PAVILION RENTAL AGREEMENT (2014)

This agreement is only for the pavilion facilities at either Lion's Park or Oselka Park and concession area. Special use requests for other park facilities will be considered on an individual basis. Such requests must be sent in writing to City of New Buffalo. Please sign and return the Pavilion Rental Agreement form with fees to:

City of New Buffalo City Hall
224 W. Buffalo St.
New Buffalo MI 49117
269-469-1500

Reservations are accepted in the calendar year of event, beginning the first business day of January for City of New Buffalo residents for their use only. All others may reserve beginning April 1st. Lion's Park Pavilion may only be reserved by City of New Buffalo or New Buffalo Township residents or organizations.

I am requesting use of _____ Oselka Park Pavilion and _____ Concession Area
_____ Lion's Park Pavilion

I am a resident of _____ City of New Buffalo _____ New Buffalo Township _____ Neither

Request Date: _____ Date of Event: _____

Time (Limited to 5 hours per event per day): From: _____ To: _____
(Includes set up and clean up time. Facilities will not be available prior to or after scheduled rental time. Back to back rentals are not permitted for the same event on the same day.)

Purpose for use: _____
(No Commercial Use)

Name of Person/Organization Applying for Rental: _____

Address _____ City _____

State _____ Zip _____

Phone # _____ E-Mail _____

Fees for Oselka Park Pavilion Rental (Check payable to City of New Buffalo):

Residents: No charge for Facility Rental; **\$25** Facility Deposit (may be refunded)

Non-Residents: \$50.00 Facility Rental + \$25 Facility Deposit (may be refunded) = **\$75.00**

Fee for Lion's Park Pavilion Rental (Check payable to City of New Buffalo):

Residents only: \$100 Facility Rental + \$125 Facility Deposit (may be refunded) = **\$225**

The City of New Buffalo reserves the right to waive the rental fee and deposit for Non-Profit, Community Organizations or Governmental Entities in accordance with Section 14-7 of City Ordinances. All rentals are limited to no more than twice per year for any group or property address. Facilities are not intended for the regular use by any group or organization. Submission of a rental agreement does not guarantee the request will be approved.

(OVER)

_____ Yes I would like \$_____ of the deposit to be considered a donation to the City of New Buffalo Park Fund rather than have it returned to me.

_____ No I would like my entire deposit returned to me.

The Renter Agrees:

1. Be on site for the event
2. Not to bring, consume or allow alcoholic beverages or smoking on the City premises
3. Not to permit gambling on the premises
4. Animals are NOT permitted in the park
5. All vehicles are to remain in the parking lot and in no circumstances are vehicles to be driven on the lawn or sidewalks
6. To clean the premises and place all refuse in dumpsters or carts provided by the City
7. To accept the premises in its present condition and return it in like condition
8. All bands and amplifiers shall be allowed inside pavilion only
9. To reimburse the City of New Buffalo for any damages to the premises, building and equipment
10. To vacate the premise at the scheduled time. One event may not take up more than one time slot
11. No personal property shall be on the premises other than during the rental period
12. Hours available for the rental of the park pavilion are dawn until dusk, unless special permission is granted by the City Council
13. The City is not responsible for lost or stolen articles
14. The City reserves the right to deny a rental date requested if it is deemed to be in conflict with a previously scheduled inside event requiring the parking area or the planned use does not comply with rental guidelines or if any abuse or prior abuse of this policy has occurred by the applicant or member of the applicant's immediate family

The undersigned applicant agrees not to hold the City of New Buffalo and its members or agents liable for injury or damage to persons or property on the premises and to be on site during the entire rental period. The applicant understands that the deposit will be forfeited if the pavilion and grounds are not left as found, free of garbage with furnishings returned to their original position.

Applicant Signature

Signature Date

City of New Buffalo Use Only		
Total Received: \$ _____	Date Rc'd: _____	Driver's Lic. # _____
Check # or Cash: _____	Receipt: _____	Property Owner: _____
Received by _____	Deposit Returned: <u>Yes / No</u>	Date Returned: _____