



# Tuscarora Township

## Parks Reservation Policy and Application

3546 S. Straits Hwy. • PO Box 220 • Indian River, MI 49749

231.238.0970 • Fax: 231.238.7955 • Email: clerk@tuscaroratwp.com

### RESERVATION APPLICATION

APPLICANT INFORMATION	
Name / organization: _____	Date: _____
Address: _____	Phone: _____
City: _____	Cell phone: _____
	Email: _____
EVENT INFORMATION	
Type of event: _____ (I.e. family or commercial gathering, fund raiser, wedding, picnic, class reunion, trade show, etc.) <b>attach additional written description if necessary</b>	
Date(s) of event: _____	Number of guests: _____
Start / and end time of event: _____	
Please indicate any special facility set up (i.e. tents, alcohol, band, etc.): _____ _____	
By signing this application, I agree to comply with the attached rules and special conditions assigned by authorizing Township representatives.	
Signature of applicant: _____	
Date: _____	

Event Authorized

Event Denied

Township Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Fee: \_\_\_\_\_

Deposit Received: \_\_\_\_\_

Balance Received: \_\_\_\_\_

Liquor license

Food license

Liability insurance

Form of Payment: \_\_\_\_\_



## Tuscarora Township Parks Policy

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### Park Facility Reservation Policy

#### 1. Reservations

All rental reservations must be made prior to the date that is being requested and shall be on a first come, first served basis. Rentals may be scheduled one year in advance. The contract must be signed and a security deposit of \$100.00 and a full written description of events are due at the time of reservation. **Any changes in events are required as an addendum for approval by Tuscarora Township.** The balance of the rental rate and proof of insurance is due (30) days prior to the event. Tuscarora Township reserves the right to cancel the reservation if this requirement is not fulfilled.

Upon satisfactory inspection of the facility for no damage and clean up by the renter a check for the security deposit will be returned within 30 days after the event. Reservations may be made in person at the Township office. Forms may be obtained from the Township website at [www.tuscaroratwp.com](http://www.tuscaroratwp.com)

Tuscarora Township  
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Indian River, MI 49749  
Telephone: 231.238.0970

*The Tuscarora Township Clerk reserves the right to waive registration fees for "Not for Profit" organizations or events.*

#### 2. Rental Application

The reservation application is a legal contract and must be signed by a responsible individual that is at least twenty-one (21) years of age and will be responsible for any and all damages incurred during the time designated on this contract. All rental applications shall be reviewed by the Parks Commission prior to final approval by the Township. The Township reserves the right to require sufficient time for full investigation of applications, to cancel or deny permits with or without due notice. The applicant agrees not to assign or in any manner transfer this agreement without the prior written consent of the Township.

#### 3. Areas Included Under Rules and Regulations

Marina Park and Pavilion  
Cooperation Park Pavilion  
Cooperation Park Facilities (sports fields, ice rink, etc.)  
DeVoe Beach  
Veterans Pier Pavilion

#### 4. Rental Rates

Tuscarora Township based community organizations that DO NOT require set up facilities for a (1) day event and DO NOT charge admission for community sponsored events shall be excluded from the required security deposit and rental rates. Noted below is the rental rate schedule for daily and multi-day events.

Residents are defined as owning a business or residing in Tuscarora Township. Residency would include resident organizations (defined as those organizations that are based in Tuscarora Township with at least 80% of their membership declared as Tuscarora Township residents). Proof of residency may be

requested by the Township. There will be no daily charges for a (1) day set-up and a (1) day take down. If set-up and / or take down times are exceeded, then the daily rate fees shall be assessed.

	<b>Facilities</b>
<b>RESIDENT</b>	\$100.00 daily event rate  \$50.00 for additional days of a multi-day event rate
<b>NON-RESIDENT</b>	\$150.00 daily event rate  \$75.00 for additional days of a multi-day event rate

5. Hours of Operation / Noise Levels

Tuscarora Township shall reserve the right to regulate hours of operation and sound volume of P.A. systems, radios and other amplified sound equipment.

6. Cancellations and Refunds of Rental Fees and Deposits

A cancellation fee of \$25.00 will be assessed if a reservation is cancelled five (5) or more days prior to the scheduled event. If the reservation is cancelled less than (5) days prior to the event, the full security deposit shall be assessed, unless the facility is closed due to weather. NO EXCEPTIONS.

7. Hold Harmless / Assumption of Responsibility

The applicant hereby agrees to hold Tuscarora Township, its governing body, the individual members thereof and its employees free and harmless from any and all loss, damage, liability, claims, cost or expense that may arise during or result in any way from the use or occupancy of the property. The applicant hereby assumes all responsibility for any injury, other disability or liability to himself or participants and guests arising, occurring or resulting from this use.

8. Insurance

Insurance with proof provided to the township will be required for the following rentals:  
 Events open to public shows, special events rented by any person or any group or private events will require a special comprehensive general liability policy in the amount of one million dollars (\$1,000,000), combined single limit, with Tuscarora Township named "Additional Insured: from set-up to take down".  
 If alcohol is to be sold or if tickets are sold to an event, which includes alcohol, a State of Michigan Liquor License is required and the Township can request liability limits as appropriate, with Tuscarora Township named "Additional Insured: from set-up to take down".

9. Conditions of use

All groups involving minors must provide their own responsible, adult chaperone(s). Applicants must guarantee orderly behavior, financial responsibility for any damages due to their use of the premises, responsiveness to directives of Township personnel, that the activity is of a nature suitable for presentation in a public setting, that the activity is lawful and conforms to the regulations of state and federal laws, and Cheboygan County and Tuscarora Township ordinances. Any mobile vendor may enter

and sell within any of the defined areas provided they have proof of required permits and will not be able to remain on the premises for a period longer than (30) minutes.

#### 10. Use of Alcoholic Beverages

The consumption of alcohol is limited to beer and wine. No liquor may be brought onto the premises. Sale of alcoholic beverages will require a temporary permit from the Michigan Liquor Control Commission or if there is an admission charge to the activity and must be approved by the Township. Township authorization will define when, where, times, dates and other requirements that will govern the sale and dispensing of alcohol. State Drinking Laws apply.

#### 11. Sale of food

Renters selling food must comply with current District Health Department #4 regulations and possess a food vendor's license. Contact the Cheboygan County office at 231.627.8850 for current requirements and any temporary food permits required.

#### 12. Cleaning Requirements

Tuscarora Township DOES NOT perform custodial cleaning services. It is the sole responsibility of the renters to leave the park in a clean condition; including but not limited to washing down benches and tables, making sure that all garbage is placed in provided receptacles.

#### 13. Tents

Large event style tents will require special permission and the tent sponsors will be responsible for notifying Miss Dig at 1-800-482-7171, 72 hours prior to the event for utility staking. Damage caused by the tent to Township turf, irrigation and utilities shall be the responsibility of the event sponsor and repair costs shall be their sole responsibility. No ground stakes are permitted within park areas without expressed written permission by Tuscarora Township.

#### 14. Decorations

Decorations may not be permanent or damage the rental space in any way.

#### 15. Picnic tables, Benches, and Other Equipment

No property and equipment belonging to Tuscarora Township may be removed from the premises.

#### 16. Fires

NO open fires are permitted. Portable grills are allowed.

#### 17. Posting of advertisements

All advertisements such as signs at Township Parks shall be pre-approved by the Parks Commission and limited to size of space.

#### 18. All Fees, Rules, Regulations and Policies

**ALL FEES, RULES, REGULATIONS AND POLICIES ARE SUBJECT TO CHANGE.**

#### 19. Commercial Use of Township Parks

Commercial use of Township Parks is not permitted.

#### 20. Unattended Commercial Vehicles

Unattended commercial vehicles are not permitted in Township Parks.

**REVISION HISTORY**

Date	Revision Number	Name	Description (include item numbers affected)
2/19/12		TT	Original release
7/25/12	1	TT	<p>Removed 2012 from file name, added revision history.</p> <p>Page 1 – on application form, added “deposit received” line.</p> <p>Page 2 – added language to item #1 to clarify requirements for rental reservations and payment.</p> <p>Page 3 – added language to clarify insurance coverage and alcohol sale requirements.</p>
3/6/13	2	TT	<p>Revised form for all Tuscarora Township parks</p> <p>Page 1 – removed Marina Park from top of form and included check boxes for various proof of licensing.</p> <p>Page 2 – Item #2 – added approval process language. Item #3 – added new item to define areas and renumbered all other items.</p> <p>Page 3 – Item #4 continued – added statement about fees for set-up and take down. Revised and added rental rates for various facilities. Item # 6 – added the word shall to the statement. Items #9 – added language about mobile vendors.</p> <p>Page 4 – Item #17 – added new and renumbered remaining items.</p>
4/3/17	3	TT	<p>Revised title of application</p> <p>Page 1 – added applicant email line</p> <p>Page 2 – added verbiage exempting “not for profit” organizations or events</p> <p>Page 3 simplified event rages</p> <p>Page 4 – added #19 and #20</p>