



TUSCARORA TOWNSHIP PARKS RESERVATION APPLICATION FORM

Date of Application: _____ Date of Event: _____

Name of Organization: _____

Address: _____

Name of Contact Person: _____

Phone: _____ Email: _____

Name of person(s) supervising the event if different from above: _____

Event Information

Park to be Reserved (circle one):

Baseball Field / Cooperation Park Pavilion / Devoe Beach Pavilion / Ice Rink / Marina Park Pavilion

Name of Program/Type of Event: _____

Hours of Event/Start & End time: _____

Number of persons attending: Adults: _____ Children: _____ (must be supervised)

Please indicate any special facility set-up that the Parks Department may need to provide:

(If needed, the renter will be charged an hourly rate + 7.6% federal tax for on-call assistance from PARKS' employees)

Portable Restroom Requirements/ Reservation Policy 12a: "A portable restroom (e.g., Porta-John) must be provided by the renter for every 200 attendees (1 unit for 200 people, 2 units for 400, and so on). Portable restrooms are the full responsibility of the renter and must be removed within 24 hours after the event's conclusion."

Number of portable restrooms that are required for your event: 1 2 3 4 5

Garbage Removal Requirements/Reservation Policy 12b: "Garbage removal is the responsibility of the renter. At the time of the rental agreement, the renter must provide the Parks Commission with the following information: 1) the name of the trash removal company, 2) the type and size of the receptacle to be used, and 3) the number of receptacles/dumpsters needed (1 dumpster per every 250 attendees)."

PLEASE READ: I acknowledge that I have read and understood the 'Parks Reservation Policy Terms and Conditions.' By signing this application, I agree to comply with the outlined guidelines, conditions of use, and any additional rules or special conditions established by authorized representatives of Tuscarora Township Board of Trustees.

Signature: _____ **Date:** _____

Received copies of: Liquor License Food License Liability Insurance

Park Rental Fee per day: \$ _____ **Security Deposit:** \$ _____

Remit payment to: Tuscarora Township, 3546 S. Straits Hwy, PO Box 220, Indian River, MI 49749

Event Authorized/Denied By: _____ **Date:** _____
For Office Use Only/Event Posted Online: _____ **Date:** _____



Parks Reservation Policy & Rates

1. Reservations

All rental reservations must be made before the date that is being requested and shall be on a first-come, first-served basis. Rentals may be scheduled up to one year in advance. The contract must be signed, a security deposit of \$250.00, and a full written description of events are due at the time of reservation. Any changes in the event's activities are required as an addendum that must be approved by the Tuscarora Township Board of Trustees, and must be made at least 60 days prior to the event. Full payment for rental facility and proof of insurance is due (60) days prior to the event. Tuscarora Township Board of Trustees reserves the right to cancel the reservation if any requirement is not met. Upon satisfactory inspection of the facility for 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 Tuscarora Township website at www.tuscaroratwp.com (go to Residents tab > Parks Reservations).

2. Rental Application

The reservation application is a legal contract and must be signed by an individual 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 Tuscarora Township Board of Trustees. The Township reserves the right to require sufficient time for full investigation of applications, and 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. The Tuscarora Board of Trustees may deny a reservation request for any reason it deems appropriate.

3. Area Parks Included Under Rules and Regulations

Cooperation Park Facilities (sports fields, ice rink, etc.)

Cooperation Park Pavilion

DeVoe Beach Pavilion

Marina Park & 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 may be excluded from the required security deposit and rental payments. 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 required by the Township Board of Trustees. There will be no daily charges for a (1) day setup and a (1) day take-down. If any event is held on either the setup or take-down date, 50% daily rate will be included. If setup and/or take-down times are exceeded, then the daily rate fees shall be assessed. Facility rental rates are contingent upon the Tuscarora Board of Trustees' approval and will be evaluated at a meeting between a representative of the commercial entity and the Board of Parks Commissioners.

Parks	Community Rates
Baseball Tournaments – Per field day	\$150.00 per day
Cooperation Park & Pavilion	\$100.00 per day
Devoe Beach Pavilion	\$100.00 per day
Ice Rink Summertime	\$300.00 per day
Ice Time (per hour)	\$100.00 per day
Marina Park & Pavilion	\$100.00 per day
<i>Plus \$50.00 for each additional day of a multi-day event</i>	
Commercial Rate: Marina Park & Pavilion	\$1000.00 per day

5. Hours of Operation/Noise Levels

Tuscarora Township Board of Trustees 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

If a reservation is canceled 30 days or more prior to the scheduled event, a cancellation fee of 10% will be assessed. However, if the reservation is canceled within 30 days of the event, the full payment for the facility will be forfeited. 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 Tuscarora Township Board of Trustees 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 setup 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 Tuscarora Township Board of Trustees can request liability limits as appropriate, with Tuscarora Township named "Additional Insured: from setup 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 the Tuscarora Township Board of Trustees, 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. Michigan 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. Cleaning 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.

12a. Porta-John Requirements: A porta-john must be obtained by the renter for every 200 persons (1 for 200, 2 for 400, etc). The porta-john must be removed within 24 hours after event completion.

12b. Garbage Removal Requirements: Garbage removal must be obtained by the renter. Specific information is due to the Parks Commission at the rental agreement date.

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, seventy-two hours prior to the event for utility staking. Damage caused by the tent to Township turf, irrigation and/or 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/or 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 any Township Park 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.

21. ON CALL EMPLOYEES

If an on-call Parks' employee is called in, the renter will be charged the employee's hourly rate with an additional 7.6%.

22. Right to Refuse

The Parks Commission retains the right to refuse any and all applications.

23. Contact Information

If more information is needed contact Parks Supervisor, Doug Schofield at (231) 420-3852.

My signature indicates that I have read and understood the terms and agree to abide by the Parks Reservation Policy.

Renter: _____ **Date:** _____

Received by: _____ **Date:** _____