



Birch Run Township

8425 Main St. P.O. Box 152 Birch Run Michigan 48415

Phone (989) 624-9773 Fax: (989) 624-1177

☐

Township Resident

☐

Non-Resident

RENTER/ORGANIZATION NAME:

ADDRESS:

CITY:

ZIP CODE:

PHONE:

DATE OF RENTAL:

APPROX TIME OF EVENT:

TYPE OF EVENT:

IF YOU EXPERIENCE ANY PROBLEMS OR DAMAGES PRIOR, DURING OR AFTER YOUR EVENT PLEASE CALL:

NAME:

PHONE:

I, the undersigned, understand and agree that by signing and dating this agreement I certify that I have read the "RENTAL TERMS AND CONDITIONS" contained on the reverse side of this form and I agree to be bound by them. The undersigned also agrees to indemnify and hold free and harmless Birch Run Township from any and all claims or actions for damages or loss to property, including the loss of use thereof, and from any and all claims or actions for personal injury, sickness or disease, including personal injury, if caused by the undersigned's acts or omissions, and the undersigned will pay any and all judgement decrees, costs, including attorney fees which may be rendered against Birch Run Township, its officers, trustees and employees, in any and all such actions for proceedings.

SIGNATURE:

DATE:

PRINT:

KEY CHECK OUT DATE/TIME:

KEY CHECK IN DATE/TIME:

DAMAGES DURING RENTAL (IF ANY):

REFUNDED DEPOSIT AMOUNT:

AUTHORIZATION SIGNATURE:

RENTAL FEE: _____

DEPOSIT FEE: _____

CASH/CHECK #: _____

DEPOSIT RETURNED: _____

DATE RETURNED: _____

CHECK #: _____

BIRCH RUN TOWNSHIP PARK PAVILION RENTAL TERMS AND CONDITIONS

- Birch Run Township Park rental hours are from 9am to 10 pm
- The person requesting rental and signing this agreement must be at least 18 years of age.
- An adult (person 18 years or older) must always be present.
- All fees must be paid at time of application
- Any damages seen prior or at the start of your event must be reported **IMMEDIATELY**; Please see contact information on the front page of this agreement
- **ABSOLUTELY NO** alcohol, recreational or illegal substances allowed in the Birch Run Township Park
- The contact person of this reservation and/or signer is responsible for the group adhering to park policies.
- The renter is personally responsible for returning the premises in the same condition as when the renter took possession.
- Decorations, if used, will be put up with tape only, no nailing, stapling or tacking will be allowed inside or on the outside of the pavilion. Decorations must be removed before leaving the park.
- At the end of the event all picnic tables are to be under the pavilion, lights for bathrooms and under the pavilion turned off, and bathroom doors locked prior to leaving the park.
- The renter understands and agrees that they are only renting the pavilion and not any other facility within the park.
- Birch Run Township provides the following products for rentals: Toilet paper, paper towels, hand soap and garbage bags. If the facilities are low any of these products and require additional for your event; please contact the number of the front of this form.
- The renter understands and agrees that this rental can be revoked at any time for violating this agreement or Township Park Rules.
- All trash containers must be **EMPTIED** before leaving park; park dumpster may be used to discard any refuse. Replacement bags are located inside the bathrooms and are to be replaced back into trash receptacles prior to leaving park
- The approved applicant may not sublet or transfer its rights and privileges to any other individual, group or organization.
- Special equipment such as large tents, bounce houses and any other blow-up equipment, etc. **MUST** be approved by the Department of Public Works prior to the reservation. If approved a Certificate of Insurance must be provided for the event.
- Pavilion keys will be available at the Birch Run Township Offices within 2 days prior to the event, these **MUST** be picked up between the hours of 9am and 5pm (closed 12:00 pm to 12:30 pm for lunch).
- Pavilion keys **MUST** be returned to the Birch Run Township Offices within 2 business days of your rental. These must be dropped off between the hours of 9am and 5pm (closed 12:00 pm to 12:30 pm for lunch).
- Any remaining amount of the renter's deposit shall be refunded by check and mailed to the renting party within a month of their rental.

Violating any of the Birch Run Township Park rules and regulations may result in forfeiting a portion or all the renter's deposit.