



Mailing Address
 36535 Green Street
 New Baltimore, MI 48047

Office Location
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 New Baltimore, MI 48047

Phone Number
 (586) 725-0291

PAVILION RENTAL PERMIT APPLICATION

****Proof of Residency Required****

Taken By: _____
 Date: _____
 Time: _____

Facility: Walter & Mary Burke Park Maynard "Red" Aurand Memorial Park
 36300 Front St. 52915 Huntley Dr.
 Outdoor Pavilion Outdoor Pavilion
 Indoor Pavilion
 East Patio

FACILITY RENTAL INFORMATION

All payments are due in full at time of reservation, plus an additional \$100 security deposit. Pavilion rentals may be made in half day (9am-2pm or 3pm-9pm) or full day (9am-9pm) blocks only.

Residents may book pavilions within 365 days of the event.

Non-residents may book pavilions within 90 days of the event.

Non-profits will receive the New Baltimore Resident rate.

	Resident Rates	Non-resident Rates
Burke Indoor Pavilion	\$150 Half / \$250 Full	\$200 Half / \$300 Full
Burke East Patio	\$150 Half / \$250 Full	\$200 Half / \$300 Full
Burke Indoor & East Patio	\$500 Full	\$600 Full
Burke Outdoor Pavilion	\$125 Half / \$200 Full	\$150 Half / \$250 Full
Maynard Outdoor Pavilion	\$100 Half / \$150 Full	\$125 Half / \$200 Full

*****Weekday rentals (M-TH) receive a \$50 discount half day and \$100 discount full day.**

Rental Information

Name: _____ Phone: _____

Email: _____

Address: _____

Alternate Contact Person: _____ Phone: _____

Day of Week: _____ Date: _____ Start Time: _____ End Time: _____

Group/Occasion: _____ Number in Attendance: _____

Alcohol Permit: No Yes • No glass containers of any kind.
 (Pavilion Rentals Only) • All alcoholic beverages must be consumed in the rented pavilion. **Initials:** _____

Catering Permit: No Yes If Yes, Caterer Arrival Time: _____ Company Name: _____

Inflatable Structure Permit: No Yes • An insurance certificate must be presented to the Parks & Recreation Department at least 14 days prior to the rental date, otherwise the inflatable will be disallowed.
 • An adult 25 years or older must supervise the inflatable at all times.
 • Children not affiliated with the rental are not allowed to use the inflatable.
Initials: _____

Picnic Entertainment Package: No Yes • Any damages or lost materials from the package will be reflected in your security deposit. **Initials:** _____
 (\$30 Additional Charge)

FACILITY CAPACITY INFORMATION

<u>LOCATION</u>	<u>TABLES</u>	<u>CAPACITY</u>
Burke Outdoor Pavilion	20 picnic tables	Total: 120
Burke Indoor Pavilion	5-8' tables, 40 chairs + 4 picnic tables	Total: 75
Burke East Patio	8 picnic tables + 4 picnic tables	Total: 75
Maynard Outdoor	10 Picnic Tables	Total: 60

PAVILION RENTAL RULES & REGULATIONS

1. Permits are required for any family or group picnics of twenty (20) or more.
2. All park rules apply to rentals.
3. No vehicles are allowed in the park. Vehicles must be confined to parking areas.
4. Rental permit must be retained at all times by user group and presented upon request.
5. The permit is valid only for the date and times shown. There are no rain dates, and renters must leave promptly upon the completion of their rental.
6. **The group is responsible for leaving the shelter area clean and orderly. This includes the following:**
 - a. **All trash taken to the dumpster and new bags put in receptacles.**
 - b. **Any party trash or debris (i.e. streamers, balloons, etc.) must be taken down and thrown away.**
 - c. **No staples, duct tape, scotch tape, 3M stickers or any other type of adhesive material may be used on any City of New Baltimore property, including all walls, pillars, overhangs and picnic tables.**
7. **No decorative confetti allowed, including confetti poppers, on Park property at any time. Failure to comply will result in full loss of security deposit.**
8. No person shall bring or consume alcoholic beverages in the park unless approved by the Recreation Director.
9. No dogs are permitted in Burke Park.
10. Renters may bring gas or charcoal grills to BBQ, which shall be located outside the covered pavilion, off concrete.
11. Foul or profane language or gestures shall not be permitted at any time.

Initials: _____

RENTAL REFUND POLICY

Pavilion rental refunds will only be permitted under the following circumstances:

1. 100% refund of the rental fee and deposit will be given for cancellations made more than **60 days** prior to the party/rental date.
2. 50% refund of the rental fee and 100% deposit will be given for cancellations made within **30-59 days** of the party/rental date.
3. 0% refund of the rental fee and 100% deposit will be given for cancellations made within **29-7 days** of the party/rental date.
4. 0% refund of the rental fee and deposit will be given for cancellations made within **6 days or less** of the party/rental date.
5. **Inclement weather** - 50% refund of the rental fee and 100% deposit will be refunded to outdoor pavilion rentals **ONLY**, for inclement weather. Inclement weather is determined solely by the Parks & Recreation Director.

Refunds will only be issued to the primary contact and sent to the address on the front of this pavilion rental agreement

****Refunds may be awarded to rental parties that have an emergency, with approval from the Recreation Director****

*****This refund policy will be strictly enforced*****

Permits are subject to all policies, rules and regulations governing issuance. Please read carefully before completing. The undersigned hereby verifies they:

1. *Have authority to sign this application for the above named organization/company/group.*
2. *Have read the rules and regulations above and agree to abide by all rules herein stated. Failure to abide by the rules will result in immediate and/or future revocation of permit and potential loss of security deposit.*
3. *Will perform the necessary clean-up of the park and/or pavilion following usage. See item 6 under Rules & Regulations.*
4. *An adult at least 25 years of age must apply for the rental permit and be present at the rental at all times.*

The undersigned further understands that failure to comply with all agreements herein stated or falsification of any information provided in this application, will be grounds for denial of this or any future permits.

Signature of Applicant: _____

(Do not write below this line)

Permit Approved: _____ Date: _____ Rental Fee: \$ _____ Deposit: \$ _____ Total: \$ _____
(Programmer or Director)

Payment Type: Cash Credit Card

Clean Park/Pavilion: No Yes Damage? No Yes Check #: _____

Return Deposit in the Amount of: \$ _____ Staff Initials: _____ Date: _____ Remarks: _____