



**Oshtemo Township  
Gazebo and Garden Rental Agreement**

Flesher Field, 3664 South 9th Street

**Date of event:** M T W TH F SA SU \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **Start time of event:** \_\_\_\_\_

**Type of event:** \_\_\_\_ wedding \_\_\_\_ concert \_\_\_\_\_ other (please describe)

**Number of people expected** \_\_\_\_\_ **Are you planning to have a tent?** \_\_\_\_ Yes \_\_\_\_ No

Name \_\_\_\_\_  
(must be age 21 or older) (photo ID required)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Are you a Township resident, property and/or business owner? \_\_\_\_ Yes \_\_\_\_ No

Address of Township business owned if not a resident: \_\_\_\_\_

**If other than a family event, provide name of group, contact person and phone #:** \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Minimum 7 day advance notice required for all rentals. The reservation is not secured until agreement and payment are received by the Township. Payment must be made by renter. See cancellation policy on back. Fee of \$35.00 for returned checks.**

**Gazebo and Garden Rental** (check applicable fee)

**Oshtemo Taxpayer, Resident, Property/Business Owner**

- |  |   |
|--|---|
| ___ 11am-3pm Weekday (Mon-Thurs) = \$35.00 | ___ 11am-3pm Weekend (Fri-Sun) = \$50.00  |
| ___ 4pm-8pm Weekday (Mon-Thurs) = \$35.00  | ___ 4pm-8pm Weekend (Fri-Sun) = \$50.00   |
| ___ 11am-8pm Weekday (Mon-Thurs) = \$70.00 | ___ 11am-8pm Weekend (Fri-Sun) = \$100.00 |

**Not an Oshtemo Resident/Property/Business Owner**

- |   |   |
|---|---|
| ___ 11am-3pm Weekday (Mon-Thurs) = \$70.00  | ___ 11am-3pm Weekend (Fri-Sun) = \$100.00 |
| ___ 4pm-8pm Weekday (Mon-Thurs) = \$70.00   | ___ 4pm-8pm Weekend (Fri-Sun) = \$100.00  |
| ___ 11am-8pm Weekday (Mon-Thurs) = \$140.00 | ___ 11am-8pm Weekend (Fri-Sun) = \$200.00 |

Fee \$ \_\_\_\_\_ Date paid \_\_\_\_\_

DL\_\_\_\_ Calendar\_\_\_\_ Web\_\_\_\_ Maint\_\_\_\_ History\_\_\_\_ Reserved Sign\_\_\_\_ Certificate\_\_\_\_

### **Reservation of the Gazebo and Garden area includes the following:**

- 20' wide gazebo surrounded by garden beds filled with flowering shrubs, ornamental grasses, and wildflowers.
- Lawn area with space for approximately 200 guests. **(Chairs not provided).**
- Crushed stone paths.
- A designated tent space that will accommodate a staked or free-standing tent. Tents placed outside the designated tent space must be free-standing due to underground wiring and plumbing.
- Electricity available at the gazebo and designated tent space.
- A 35' x 35' picnic pavilion is located nearby and can be rented with the gazebo and garden area for an additional fee. The picnic pavilion includes 9 picnic tables.
- The park also features a new playground, wiffleball fields, restrooms, a second picnic shelter, mowed playing field, and a paved loop trail. **Please note that the park remains open to the public during your rental period.**

### **Rental Rules**

1. Must be age 21 or over. Photo ID is required.
2. Commercial events or private sales that are open to the public are not allowed.
3. Collection of any entrance fees on the premises is prohibited.
4. Alcohol not permitted in the park.
5. The park is open from dawn to half an hour after sunset. Events after dark are not permitted.
6. Staked tents are permitted only in the designated area due to underground wiring and plumbing in other areas of the garden. **You are responsible for any damage caused by the staking of tents.**
7. No reservations are accepted on Memorial Day, Independence Day, or Labor Day.
8. Driving or parking on the grass is prohibited. This includes delivery, loading and unloading. All vehicles must remain in the parking lot.
9. Decorations and temporary directional signs are permitted but must be removed at the conclusion of the event and must not damage park property. **No Confetti or Glitter allowed.**
10. Questions during your rental period? Call 269-550-8360 or 269-216-5243.

### **Cancellation Policy**

To cancel your reservation with a full refund, please notify the Township at least 2 weeks prior to the rental period. Contact Vanessa Street, Parks Director, by phone 269-216-5233 or e-mail to [vstreet@oshtemo.org](mailto:vstreet@oshtemo.org) or mail to Oshtemo Township, 7275 West Main Street, Kalamazoo, Michigan, 49009. No refunds due to weather conditions.

### **Park Rules**

1. Pets must be on a leash and kept under control. Owners must clean up after their pets.
2. Smoking, alcohol, and controlled substances are prohibited.
3. Hitting golf balls is prohibited.
4. Discharge of firearms, archery equipment, hunting, and trapping are prohibited.
5. Fires are permitted in grills only. No outside gas grills allowed.
6. No cooking oil may be left on site.
7. Disorderly conduct, including loud music, loud swearing, or otherwise disturbing the peace, is prohibited.
8. Please don't litter! Use trash receptacles provided.
9. Pedestrians have the right of way on all paths. Bicycles and other non-motorized vehicles should be courteous of others using the park.
10. Motor vehicles are permitted in designated parking areas only. Violators will be subject to fine.
11. Overnight parking is prohibited without prior written approval from the Township.
12. Loitering and impairing other visitors' use of park property is prohibited.
13. It is unlawful to destroy or damage park property, trees or plants.
14. Police Officers or Township employees may request any person to leave for cause. Violation of park rules is a violation of law and subject to fines. (Ordinance 215).

**On behalf of myself and my group or organization using the park, I agree to release Oshtemo Township from any and all responsibility for injuries or property damage whatsoever arising from participation in the above activities. I assume liability for the cost of any & all damage to the premises. I understand that failure to comply with any of the above conditions will result in the immediate revocation of the rental agreement.**

**I have read & agree to comply with the rules for use and cancellation policy. \_\_\_\_\_ (Initial here)**