



## SPECIAL EVENT AGREEMENT

For public and community events in any  
Oshtemo Township Park Facility



OSHTEMO TOWNSHIP  
7275 West Main Street, Kalamazoo, MI 49009  
(269) 375-4260

Event will be held in (check one):

- Township Park **with** rental of the large pavilion
- Township Park **without** rental of the large pavilion
- Flesher Field **with** rental of the large pavilion
- Flesher Field **without** rental of the large pavilion

Name of Event: \_\_\_\_\_ Date Requested for Event: \_\_\_\_\_

Fee: (Circle applicable fee based on residency, rental day, and facility requested.)	Weekday	Weekend
I am an Oshtemo resident, property owner, or business owner. Property address: _____	Without pavilion rental: \$35	Without pavilion rental: \$50
	With pavilion rental: \$95	With pavilion rental: \$140
I am not an Oshtemo resident, property owner, or business owner.	Without pavilion rental: \$70	Without pavilion rental: \$100
	With pavilion rental: \$210	With pavilion rental: \$300

Special events are not scheduled until the fee is received.  
Fee and proof of liability insurance with the Township named as an additional insured are required at time of application.

Hours Requested for Event: \_\_\_\_\_ Estimated number expected to attend \_\_\_\_\_

Description of event, including the part of the park to be used. (Please note that the park remains open to the public during events.) \_\_\_\_\_  
\_\_\_\_\_

Golf cart use may be allowed, conditions and weather permitting. If golf cart use is requested, please describe where and when it will be used: \_\_\_\_\_

Please check the boxes below if your event will include any of the following. Separate approval is required:

- Bouncing inflatable or dunk tank       Canopy over 100 square feet in area       Sound amplifying equipment

Contact Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

On behalf of myself and my group or organization using the pavilion, 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 any & all damage to the pavilion. I have read and agree to the terms stated above as well as the Pavilion and Park rules.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Use: Park Committee Approval \_\_\_\_\_ Township Board Approval (if required) \_\_\_\_\_

Fee amount: \$ \_\_\_\_\_ Date pd: \_\_\_\_\_ DL: \_\_\_\_\_ Calendar: \_\_\_\_\_ Web Calendar: \_\_\_\_\_ Proof of insurance: \_\_\_\_\_ Certifi-

**Township facilities are built & furnished with public funds of its taxpayers. Township officials, being aware they are custodians of taxpayers' property, have formulated the following conditions for renters. To insure proper use, the facility is monitored through physical inspection and/or video surveillance. Failure to comply with any of these conditions will result in immediate revocation of the special event agreement.**

### **Pavilion Rental Rules**

1. Must be age 21 or over. Photo ID is required.
2. The pavilion will not be rented on Memorial Day, Independence Day, or Labor Day.
3. Renter must provide trash bags and place all garbage in the dumpster in the southeast corner of the Township Hall parking lot. Do not use park trash receptacles in park.
4. Parking, loading or unloading at the pavilion is prohibited. All vehicles must remain in the parking lot.
5. Temporary directional signs are permitted but must be removed at the conclusion of the event and must not damage park property.
6. Inflatables, canopies over 100 square feet in area, and sound amplifying equipment require separate approval from the Township office.
7. Garage sales are not allowed.
8. The Township is not responsible for property left in the park.

### **Cancellation Policy**

To cancel your pavilion reservation with a full refund, please notify the Township at least 24 hours prior to the rental period. Contact us by phone at (269) 216.5224, fax at (269) 375.7180, e-mail to [deverett@oshtemo.org](mailto:deverett@oshtemo.org) or [djoshtwp@oshtemo.org](mailto:djoshtwp@oshtemo.org), or mail to 7275 West Main Street, Kalamazoo, Michigan, 49009.

### **Park Rules**

1. The park is open from sunrise to half an hour after sunset.
2. Certain facilities may be reserved. See the Oshtemo Township website for details. All other facilities are to be used on a first come-first serve basis.
3. Pets must be on a leash and kept under control.
4. Owners must clean up after their pets
5. Smoking, alcohol, and controlled substances are prohibited.
6. Hitting golf balls is prohibited.
7. Discharge of firearms, archery equipment, hunting, and trapping are prohibited.
8. Fires are permitted in grills only.
9. No cooking oil may be left on site.
10. Disorderly conduct, including loud music, loud swearing, or otherwise disturbing the peace, is prohibited.
11. Please don't litter! Use trash receptacles provided.
12. Pedestrians have the right of way on all paths. Bicycles and other non-motorized vehicles should be courteous of others using the park.
13. Motor vehicles are permitted in designated parking areas only. Violators will be subject to fine.
14. Overnight parking is prohibited without prior written approval from the Township.
15. Loitering and impairing other visitors' use of park property is prohibited.
16. It is unlawful to destroy or damage park property, trees or plants.
17. All gatherings of 200 persons or more in a Township park require advance notice to the Township.
18. 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).