



CITY OF AUBURN  
113 E. ELM STREET, AUBURN, MI 48611 (989)662-6761

## AUBURN PARK PAVILION/HALL RENTAL AGREEMENT

DATE OF USE: \_\_\_\_\_ \*Rental is from 7 a.m. – 11 p.m.

Applicant Name: \_\_\_\_\_

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

Primary phone: \_\_\_\_\_ Secondary phone: \_\_\_\_\_

Email: \_\_\_\_\_

Type of event: \_\_\_\_\_ Number of People Expected: \_\_\_\_\_

*\*Copy of Photo Id required.*

**This building currently has 7 long tables, 8 round tables and 60 chairs.**

### Terms & General Rules

No person or organization shall be allowed use of any Auburn Facility or other property without first submitting a Rental Agreement issued by the City of Auburn (Subject to Rental Fees and Deposits) under the following guidelines:

- 1. RENTAL FEES & GENERAL RULES.** Rental Fees are due by cash or check at the time the reservation is booked. *Dates will not be held for inquiries over the phone or by email.*

#### Hall Rental Fee Structure

Auburn/ Williams Twp Residents	\$150
Non-Residents	\$200

**Amount Due \$** \_\_\_\_\_

- Please note, your rental is for 1- day. Any rental space not reserved is available for use by other groups or the community. Other events/groups may be scheduled for the same space prior to or following your scheduled reservation.
- The park is open from 6:00 a.m. until 11:00 p.m.
- Rental fees will be forfeited if a date is cancelled. Cancellations made at least 30 days before the event may have rental fees applied to another date within the same calendar year if rebooked at the time of cancellation.
- The use of Auburn property and facilities must comply with all other applicable laws, ordinances and rules, including those that might apply to amplifying equipment, alcohol, fireworks, the sale of food or merchandise, etc.

**Initials** \_\_\_\_\_

2. **SECURITY DEPOSIT.** A **\$100 Refundable** Security Deposit is required at the time the key is checked out.
- a. The security deposit will only be refunded to the Applicant named above after City Administrator approval, provided the facilities are left clean and undamaged. Refunds will be mailed within 45 days after your reservation date.
  - b. Any property damage, missing furniture, broken windows, etc., as well as the actions of the attendees are the responsibility of the Applicant named above.
  - c. The building shall be left in a clean condition within your scheduled date. (Guidelines for decorating restrictions and clean up expectations available when key is released)
  - d. Any damages, cleanup, etc. that exceeds the amount of the security deposit will be the responsibility of the Applicant named above.

**INITIALS** \_\_\_\_\_

3. **KEYS.** Keys may be checked out up to three (3) business days in advance of your event at City Hall from 8:30 a.m. until 4 p.m., Monday thru Thursday.
- a. Lost, damaged or missing keys (not returned within 3 business days) will incur a \$150 fee.
  - b. Early access is not permitted.

**INITIALS** \_\_\_\_\_

4. **LIABILITY & AGREEMENTS.**

- a. Depending on the nature of the event, general liability and other insurance may be required. Insurance(s), if required, must be submitted to City Hall prior to release of the key. The City of Auburn shall be named as an additional insured on any required policy of insurance. The limits of such insurance shall be determined by the City Administrator.
- b. The group or individual sponsoring the event and using the facility hereby agrees to hold the City of Auburn and its elected and appointed officials, employees, agents, and volunteers harmless from any and all liability and all claims for damages of any kind or nature, including all costs and legal expenses, that may result from their use of volunteers or agents, while on the City of Auburn property or conducting an event.

It is your responsibility to inform all members of your group of the applicable rules and regulations. Failure to abide by same could result in loss of immediate and/or future privileges.

**INITIALS** \_\_\_\_\_

**By signing below**, I acknowledge that I have read, understood and agree to the terms of this agreement and promise to adhere to the hall rules and restrictions.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Office use Only	
Approved By: _____	Date: _____
Fee: _____ Payment Type: <input type="checkbox"/> Credit <input type="checkbox"/> Cash <input type="checkbox"/> Check #: _____ Calendar: <input type="checkbox"/>	