

BUILDING

AUBURN PARK / HALL / PAVILION RENTAL AGREEMENT

KEY #

DATE OF USE REQUESTED: ____/____/____ TIME: FROM ____ TO ____

THIS EVENT IS (CHECK ONE)

☐ PRIVATE

☐ BUSINESS

OR

☐ NON-PROFIT**

ORGANIZATION _____

**Non-Profit ID # _____

NAME OF EVENT _____

CONTACT PERSON RESPONSIBLE _____

PRIMARY PHONE NUMBER _____ OTHER _____

ADDRESS _____

EMAIL _____

ALL APPLICANTS: A copy of the ID of the person responsible must be attached to this application. _____

STAFF INITIALS

TYPE OF EVENT:

IS THIS EVENT A FUNDRAISER? ____ YES ____ NO

IF YES, FOR WHOM:

NONPROFIT ID# _____

OR:

____ PRIVATE PARTY ____ BUSINESS EVENT ____ CRAFT/ART SHOW ____ EXHIBITION

____ FESTIVAL ____ OTHER

(DESCRIBE): _____

WILL YOUR EVENT REQUIRE (CHECK ALL THAT APPLY AND HOW MANY):

☐ COMMERCIAL TENT(S) ____ *MAY NOT BE LARGER THAN 20X30 (COMPANY _____)

☐ INFLATABLES ____ (COMPANY _____) ☐ BARRICADES/PARTITIONS ____

☐ OTHER DESCRIBE _____

****PLEASE NOTE: TENTS MAY ONLY BE PLACED IN DESIGNATED AREAS. PLEASE INDICATE YOUR PLACEMENT CHOICE(S) ON THE ACCOMPANYING MAP.**

EXPECTED ATTENDANCE ____ ****PLEASE NOTE, ANY SIGNIFICANT CHANGE IN ANTICIPATED ATTENDANCE MUST BE COMMUNICATED TO CITY HALL PRIOR TO THE EVENT. FAILURE TO COMMUNICATE MAY RESULT IN CANCELLATION OF EVENT AND/OR FORFEITURE OF DEPOSIT.**

FOOD TRUCK/TRAILER(S)? ____ YES ____ NO * *Please note that Auburn has a Food Truck Ordinance that must be followed for all events in the City.*

NO PARKING OF FOOD TRUCKS IS ALLOWED UNDER EITHER PAVILION. FOOD TRUCK/TRAILERS MAY ONLY BE PARKED IN DESIGNATED PARKING LOT. NOT ON WALKING PATH OR GRASS. ADDITIONALLY, ALL HANDICAPED PARKING SPACES MUST BE KEPT CLEAR AT ALL TIMES FOR SPECIFIED USE ONLY

SPACE(S) REQUESTED (PLEASE CHECK ALL THAT APPLY:

DEPOSITS: PRIVATE AND NON-PROFIT \$100 BUSINESS \$250

SPACE	AMENITIES	RESIDENT FEE	NON-RESIDENT FEE	NON-PROFIT FEE
BUILDING 1 <input type="checkbox"/>	14 long tables, 2 round tables, 84 chairs, outdoor attached pavilion with picnic tables, indoor bathrooms, kitchenette.	Rental fee \$150	Rental fee \$200	Rental fee \$50
BUILDING 2 MEETING ROOM/KITCHEN <input type="checkbox"/>	8 long tables, 64 chairs, outdoor bathrooms, refrigerator, serving spaces. No cooking in kitchen allowed, food must be brought in or catered.	Rental fee \$125	Rental fee \$150	Rental fee \$35
BUILDING 2 LARGE OUTDOOR PAVILION <input type="checkbox"/> full <input type="checkbox"/> half <input type="checkbox"/> 4 hr. <input type="checkbox"/> 8 hr.	Outdoor covered pavilion, outdoor bathrooms NOTE: If you want access to the meeting room/kitchen you must also pay fees above.	FULL: Rental fee 4 hours \$800 Rental fee 8 hours \$1,600 HALF: Rental fee 4 hours \$400 Rental fee 8 hours \$800	FULL: Rental fee 4 hours \$1,000 Rental fee 8 hours \$2,000 HALF: Rental fee 4 hours \$500 Rental fee 8 hours \$1,000	FULL: Rental fee \$250 HALF: Rental fee \$175
CITY HALL MEETING ROOM <input type="checkbox"/>	4 long tables, 25 chairs, indoor bathrooms	Deposit \$50 Rental fee \$75	Deposit \$50 Rental fee \$100	Deposit \$50 Rental fee \$25

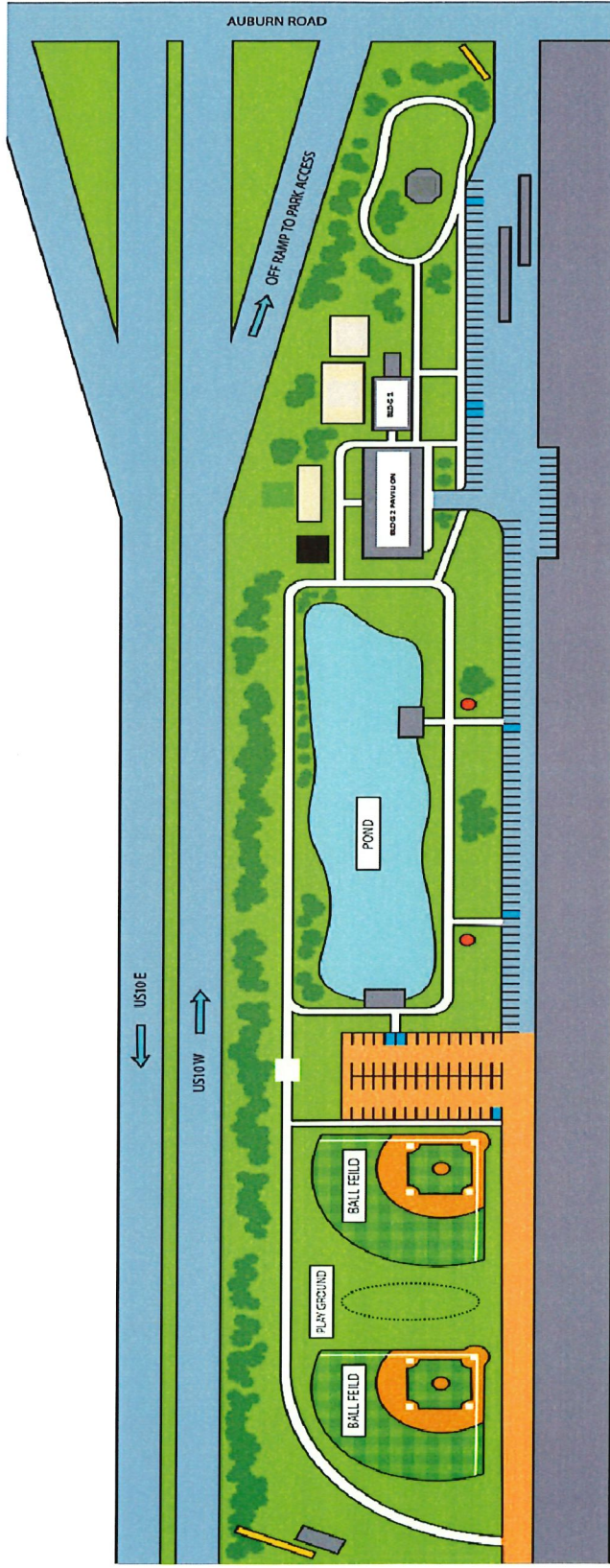
LIABILITY STATEMENT

The undersigned releases the City of Auburn, its employees, volunteers, agents, contractors and representatives from any and all actions, claims or demands that the renter or renter's representatives may have for injury, death or property damage to the renter's participation in this event. I HAVE READ THIS LIABILITY STATEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND CONTRACT BETWEEN MYSELF AND THER CITY OF AUBURN, MI, AND SIGN IT OF MY OWN FREE WILL.

I (applicant) certify all information is true to the best of my knowledge.

Signed: _____ date: _____

Staff Initial _____



AUBURN CITY PARK

ON THE MAP:

- INDICATE AREAS FOR 10 X 10 OR 10 X 20 POP UPS
- INDICATE AREAS FOR COMMERCIAL TENTS, NO LARGER THAN 20- X 30. ****NOTE: IF YOU ARE INTENDING TO UTILIZE COMMERCIAL TENTS, YOU ARE REQUIRED TO CONTACT MISS DIG AT To contact [MISS DIG](https://www.missdig.org) [811](https://www.missdig.org), call [811](https://www.missdig.org) or visit their website, [MISSDIG811.org](https://www.missdig.org), to place a locate request for underground utility lines before you dig. For general questions, comments, or concerns, use the contact form on the [MISS DIG 811](https://www.missdig.org) website.**
- INDICATE AREAS OF PROPOSED BARICAIDS OR PARTITIONS
- INDICATE FOOD TRUCK/TRAILER AREAS

PLEASE NOTE: THESE ARE YOUR REQUESTED AREAS AND MUST BE APPROVED BY AND COORDINATED WITH THE CITY.

TERMS AND GENERAL RULES:

1. 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.
2. Please note, Auburn Park is a PUBLIC PARK, and as such, any rental space not reserved is available for use by other groups or for the community. Other event/groups may be scheduled for the same space prior to or following your scheduled function times.
3. The park is open from 6:00 a.m. until 11:00 p.m. Rentals should not exceed an 8-hour time frame,
4. Any rental that exceeds the reserved time may be charged additional rates.
5. Rental fees will be forfeited if a date is cancelled. Cancellations made at least 30 days before the scheduled event may have rental fees applied to another date within the same calendar year if rebooked at the time of cancellation.
6. 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.
7. Keys must be returned to the City Hall office during regular office hours or placed in the drop box in the center of the parking lot after hours.
8. All spaces utilized, inside and outdoors, for the event must be cleaned and left as if was found prior to the event. This includes surfaces, floors, cement and placement of all tables, chairs, picnic tables and trash cans. ALL GRILLS MUST BE EXTINGUISHED. The responsible person listed on the application form will be billed for any clean-up left undone.
9. Any property damage, missing furniture, broken windows, etc., as well as the actions of the attendees, are the responsibility of the responsible person listed on the application form. The responsible person will be billed for any amounts to make reparations for loss or damage.
10. The City of Auburn will not be responsible for the loss or damage of personal property, etc, of the renter or their guests.

LIABILITY AND AGREEMENTS:

1. Depending on the nature of the event, general liability and other insurances may be required. Insurance(s), if required, must be submitted to City Hall prior to release of any keys needed for the event. 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.
2. 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.

BY SIGNING BELOW, I acknowledge that I have read, understand and agree to the terms of this agreement, and promise to adhere to all rules, regulations and restrictions:

Signature of applicant: _____ **date** _____

OFFICE USE ONLY:

APPROVED BY _____ CALENDAR _____
DATE _____
FEE _____ PAYMENT TYPE _____ CREDIT _____ CASH _____ CHECK # _____