



1335 Joslyn Rd., Lake Orion, MI 48360 / P: (248) 391-0304, ext. 3500; F: (248) 391-0332

Orion Center Facility Use Application Form

Contact Person: _____ Organization (if applicable): _____

Address: _____ City: _____ Zip: _____

Phone _____ Email Address: _____ Date of Birth: _____

Event Purpose: _____ Estimated Attendance: _____

- | | | | | | |
|--------------|--|--|---|-------------------------------------|--|
| Type of Use: | <input type="checkbox"/> Birthday Party | <input type="checkbox"/> Reunion | <input type="checkbox"/> Banquet | <input type="checkbox"/> Fundraiser | <input type="checkbox"/> Graduation Open House |
| | <input type="checkbox"/> Meeting | <input type="checkbox"/> Seminar | <input type="checkbox"/> Wedding Ceremony | <input type="checkbox"/> Shower | <input type="checkbox"/> Memorial Service |
| | <input type="checkbox"/> Business Seminar/Training | <input type="checkbox"/> Wedding Reception | <input type="checkbox"/> Other: _____ | | |

Date(s) Requested: _____

Time(s) Requested: _____

Please be sure to include set-up and clean-up in your rental request.

- Facility Requested:**
- | | | | |
|---|--|---|-----------------------------------|
| <input type="checkbox"/> Dining Room A | <input type="checkbox"/> Dining Room B | <input type="checkbox"/> Dining Room C | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Game Room | <input type="checkbox"/> Orion Room | <input type="checkbox"/> Multi-Purpose Room | <input type="checkbox"/> Art Room |
| <input type="checkbox"/> Gold Package (includes all 3 Dining Rooms & Kitchen) | | <input type="checkbox"/> Silver Package (Dining Room A & Kitchen) | |

- Equipment Requested:**
(items may not be available in every room)
- | | | | | | |
|---|--|--|---|--------------------------------|--|
| <input type="checkbox"/> Magnetic Clips | <input type="checkbox"/> Booster Seats | <input type="checkbox"/> TV | <input type="checkbox"/> Podium | <input type="checkbox"/> Easel | <input type="checkbox"/> Coat Racks |
| <input type="checkbox"/> Power Strip | <input type="checkbox"/> High Chairs | <input type="checkbox"/> DVD Player | <input type="checkbox"/> Dry Erase Board | <input type="checkbox"/> Flags | <input type="checkbox"/> Microphone |
| <input type="checkbox"/> Extension Cord | <input type="checkbox"/> Coffee Urn | <input type="checkbox"/> Portable Screen | <input type="checkbox"/> Room C Projector | <input type="checkbox"/> Arch | <input type="checkbox"/> Booster Seats |

- Additional Fees:**
- | | |
|--|---|
| <input type="checkbox"/> 60 Cup Coffee Service (\$25.00 – includes cups, stirrers, creamer, & sugar) | <input type="checkbox"/> Snow Removal (\$30.00) |
|--|---|

AGREEMENT: The Undersigned Hereby Agrees to the Following:

Payment of all applicable rental fees as outlined in the rental policy guidelines, including but not limited, to \$100.00 damage deposit and \$15 application fee. If alcohol request is permitted, an additional \$100 deposit will be required. Applicant is responsible for the conduct of participants and spectators. Profane language, boisterous or other objectionable behavior is not permitted. The applicant must abide by the policies of the Charter Township of Orion and the laws of the State of Michigan. Federal Law, Fire and Safety Codes will be enforced. Applicant acknowledges they have received the complete policy. The undersigned hereby applies to the Charter Township of Orion for the use of above facilities and certifies the information is correct and furthermore agrees to abide by all ordinances, policies, and rules and regulations which may apply. The applicant shall indemnify and hold harmless the Charter Township of Orion, its elected and appointed officials, its employees and agents from and against any and all claims, demands, suits, actions, payments and judgments as a result of injury or death of any person or property damage to any property sustained by applicant or any other persons which arise from or in any manner grow out of any act or omission on or about said facility by applicant, its agents, guests or employees in the execution of this rental agreement including any and all expenses, legal or otherwise incurred by the Charter Township of Orion or its representatives in the defense of any site or claim. Such indemnity shall not include claims arising as a result of the sole negligence of the Charter Township of Orion, its elected and appointed officials, its employees and agents. *Photographs may be taken at certain Recreation Department activities and unless the department receives signed, written objections, photos may be reproduced for publication.*

DO NOT ATTEMPT TO USE FACILITIES WITHOUT TOWNSHIP APPROVAL/PERMIT

Applicant's Signature: _____ Date: _____

Other Information:

- Is your event open to the public? Yes No
- Will you be serving food and/or beverages? Yes No
- Will you be serving alcohol? Yes No
- Will there be children attending the event? Yes No
- Will there be live or amplified music? Yes No
- Are you charging for admission on-site or off-site? Yes No
- Will you be selling concessions during the event? Yes No
- Are you hiring a party vendor? (*caterer, DJ, entertainer, inflatable, etc.*) Yes No
- Will fundraising or product sales take place on-site? Yes No



Orion Center Facility Rental Information

Specific areas of the Orion Center will be available for rental provided the activities are compatible with the established facilities and hours of operation.

A. Availability

1. Facilities will be available for rent during times when Township sponsored programs, activities and events are not in session.
2. Facilities will not be rented for any programs similar to Township offered programs/events.
3. Facilities are available under a “private party” use agreement. The applicant is responsible for their groups’ actions, including any damages or losses to the Orion Center.

B. Reservations

1. Reservation should be made at least two weeks in advance and will be handled on a “first come” basis.
2. Facilities are for rent by all persons regardless of residence.
3. Use of facilities shall be for public gatherings of a civic, cultural, educational or social character; not for commercial, profit-making. No admission fees shall be charged for a rental event without prior approval of the Township Board.
4. Use of rental facilities by Orion Township non-profit groups will be charged a discounted rate for Monday-Friday events only (during business hours only).
5. Use of rental facilities by groups that are directly affiliated with the Orion Township organization may not be charged for meeting room use at the discretion of the administrative staff.
6. Reservations must include set-up and clean-up time within the time frame of the rental. Rentals that extend beyond the agreed-upon time period will be charged an additional hour.
7. All application information must be complete and accompanied by payment in full.
8. Fee schedules for rental spaces are available at the Front Desk and posted online - OrionParks.com.
9. All deposit fees will be returned in the form of a check to the payee’s address within 30 days of the rental date if all facilities are left in satisfactory condition.

C. Cancellations

1. 100% of hourly rental fees paid less cancellation fee with a one-month notice.
2. 50% of hourly rental fees paid less cancellation fee with a 2-4-week notice.
3. No refund with less than a 2-week notice.
4. Refunds will also include deposits paid minus any damages or fees assessed due to negligence or damage.

D. Preparations

1. Decorations shall not be attached to walls, ceilings, or sprinkler systems. Decorations shall not alter or damage any surfaces. No glitter, sparkle, loose ribbons, flower petals are permitted inside or outside the rental facility. Tape, pins, staples or other adhesive are not allowed on the walls, doors, tables, windows, ceiling, light fixtures or service counters.
2. All decorations, displays and exhibits must conform to all applicable government fire ordinances.

3. All candles must be protected in a glass enclosure. No open flames of any kind at any time (except for birthday cakes) are allowed.
4. Events may be catered using an approved caterer. Caterers will only be allowed use of the facilities during the approved rental time period – we have a warming kitchen only.
5. Pot-luck (bringing own food) is allowed and includes limited use of the kitchen. See Kitchen/Catering Policy.
6. Administration may require traffic control and/or security to ensure public safety. This would be at the applicant's expense.
7. The Orion Center reserves the right to inspect and control all events, private parties, meetings and receptions held on the premises.

E. General Use/Guests

1. Guests must follow the established Orion Center rules. Violations of rules or misrepresentation of use may be cause for immediate cancellation of rental without refund.
2. Use will be restricted to the terms of application and intended activity. Room capacities MUST be adhered to. Rental groups cannot overflow into hallways, obstruct exits or disturb other rentals.
3. Conduct shall not violate local, state or federal laws and shall at all times be conducted in a mature and responsible manner.
4. Children 12 and under should remain in the rented area and be under adult supervision.
5. Entertainment, catering or other agents of the group are the responsibility of the renter.
6. Accidents occurring on the property must be reported to the staff on duty and an incident report must be completed.
7. Room temperatures are regulated and can only be adjusted by staff.
8. **Smoking is prohibited inside the building and must be 50 feet from any entrance.**
9. Selling merchandise, food, or other items is prohibited.
10. If alcohol is to be served, a special Alcohol Use Permit Application must be completed and administrative approval granted. A licensed bartender is required for all Grand Rentals and may be required for other rentals at the discretion of administration.
11. Only music suitable for a public facility is allowed. The volume & content subject to staff control.
12. Furniture, equipment, artwork and similar building fixtures may not be moved from room to room or removed from the building without permission from the administration.

F. Clean-Up

1. Clean up shall be performed during the approved rental time period.
2. Clean up shall include but is not limited to:
 - Removal of all food, beverages, decorations, displays, equipment or other materials. **Food provided by caterers is not allowed to go home with the rental due to liability and health issues.**
 - Wipe tables, chairs and countertops.
 - Any other clean up necessary.
3. Damage deposits will be forfeited if the facility is not completely cleaned as found.
4. Staff on duty shall inspect the room when clean-up is complete. Rental representative and staff will sign off on the rental.



Application for Alcohol Use Permit in Orion Center

Printed Applicant's Name		Organization, Group, Company, etc.			
Applicant's Street Address			City		State
Age	Date of Birth	Driver's License #			State
Home Phone		Business Phone		Email Address	
Facilities Requested (must be specifically defined, example: "Room 100")				Event Date	Event Hours

- The undersigned acknowledges that they have reviewed a copy of the Township Rules and Regulations with regard to the use of alcohol on Township Property.
- Alcoholic beverages may not be sold or offered for sale nor may you charge any type of admission to your event unless the applicant has been issued on alcohol permit by Orion Township and has obtained where appropriate a one-day liquor license by the Michigan Liquor Control Commission. This permit may be revoked at the discretion of the Police Department or designated Parks & Recreation Department employee to preserve the Public Peace and to enforce all the Ordinances of the Township or the laws of the State of Michigan as they apply to the consumption of alcohol.
- Alcoholic beverages must be served and consumed only in the designated area specified in the permit issued by the Township.
- The applicant will be held responsible for the actions of their guests. This person may be cited and charged under Township Ordinances or Michigan Statutes for any violations of the liquor laws relating to the consumption of alcohol by minors.
- To the fullest extent permitted by law, applicant agrees to defend, pay on behalf of, indemnify, and hold harmless, the Charter Township of Orion, its elected and appointed officials, employees and volunteers, and other working on behalf of the Township, against any and all claims, demands, suits, or loss, including all costs, connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the Township, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this contract.

Signature of Applicant

Signature of Director



Alcohol Rules & Regulation

Pursuant to the Charter Township of Orion, Ordinance No. 132, Section 3E, as amended on May 16, 2011, the Township of Orion has authorized a permitting process for the possession, consumption, transfer and sale of alcohol on specified Township owned property pursuant to rules and regulations approved by the Board. The purpose of these rules and regulations is to permit the safe consumption, transfer, and sale of alcohol at the Orion Center, Wildwood Amphitheater, and Camp Agawam. All applicants for the rental of one of these facilities wishing to possess, consume, transfer or sell alcohol must comply with the terms of Ordinance No. 132 and are subject to all civil and/or criminal penalties for the violation thereof. Consistent with the Ordinance, the following rules and regulations with regard to the possession, use, transportation of all alcohol are hereby stated as follows:

Use and Possession of Alcohol. Alcohol may be allowed to be possessed, consumed and/or transported on designated Township property. Under certain circumstances, the Township may allow an applicant or attendee(s) to possess and consume alcohol during an event. Under these circumstances, no alcohol may be sold. No portion of the event admission and/or cost may include the alcohol being possessed or consumed. When such an event is permitted, the following requirements apply:

- a. The applicant agrees and understands that any liability arising out of the consumption, possession or transfer of alcohol before, during or after the event is the sole responsibility of the applicant. The applicant specifically agrees to indemnify, hold harmless, defend and pay any award, damage or cost associated with liability arising out of the event or function and, specifically, the consumption or possession of alcohol.
- b. The Orion Township Parks & Recreation Department at their sole discretion may limit the amount of alcohol on a per-person basis, or on the anticipated attendance at the event or function.
- c. All applicants must be 21-years of age or older. Applicant must agree to and execute all rental agreements, permit applications, deposits and other payments for the rental of any designated Township facility where the alcohol will be served.
- d. Applicant must complete the Application for Alcohol Use Permit, provide all documentation required and be approved for an Alcohol Use Permit from the Township. The Application must describe the specific area where the alcohol will be served and consumed.
- e. Applicant must agree to and execute the Indemnification and Hold Harmless Agreement contained in the Application for Alcohol Use Permit, which specifically provides that the applicant agrees to defend, pay on behalf of, indemnify and hold

harmless, the Charter Township of Orion, its elected and appointed officials, employees and volunteers and others working on behalf of the Township, against any and all claims, demands, suits, or loss. The applicant further agrees and understands that the applicant is solely responsible for the use, consumption and possession of alcohol on Township property.

f. The applicant may be asked to provide to the Township's Parks and Recreation Department a security plan that will provide for compliance with all laws, Ordinances, rules and regulations and otherwise provide for the security and safety of attendees to the event and the public at large. As part of this security plan, the applicant may be required to provide for the attendance of one or more local law enforcement officers which the applicant will be responsible for payment of all wages and costs associated therewith. It is within the sole discretion of the Orion Township Parks & Recreation Department as to the adequacy of security for any event. However, the applicant understands and agrees that any decision regarding the necessary security made by any Orion Township official, employee or representative does not alleviate the applicant's responsibility and/or potential liability; and, the applicant specifically agrees and understands that security for any function or event is the responsibility of the applicant and the Township will be indemnified, held harmless and defended by the applicant should any claim arise. The applicant understands that in addition to security, Orion Township employees and/or representatives may need to be present prior, during, or after the function, event or rental.

g. The applicant agrees to abide by all rules and regulations regarding the use or facility rental; including all Township Ordinances, rules, regulations and policies; including, Ordinance No. 58 dealing with disorderly persons. The Township through its designated official, a designated Parks & Recreation employee, or any law enforcement person, reserves authority to terminate the Alcohol Use Permit at any time prior, during or after the event for violation of any term of the Permit, Agreement, the Michigan Liquor Control Commission Code and Rules, any Township Ordinance, policy and/or rule and regulation.

All applicants understand that as a condition of the Alcohol Use Permit, they agree to have read and understand all laws, ordinances, policies, rules and regulations related to the sale, possession, transfer and consumption of alcohol on Township property.



Orion Center Kitchen Use

Responsibilities

Orion Center is a warming kitchen only. Food must be cooked off premises. Food may be warmed using our commercial sized oven and microwave. We have a commercial sized refrigerator. Kitchen may be shared with other renters. For return of your security deposit, please observe the following guidelines:

- Kitchen counters, countertops, sinks, oven and microwave are to be wiped down with appropriate cleansers.
- Clear guest and buffet tables before the end of your rental.
- Coffee pots, creamer/sugar containers and water pitchers must be scrubbed clean and rinsed well, using supplies beneath the sink.
- If Orion Center china and flatware are rented, you or your caterer must be sure all items are bused, rinsed, run through dishwasher, dried and placed back into storage container.

Note: Cleanup of dishes should be on going throughout the event. After party clean-up time is limited to one hour.

- Do not put liquid in garbage bags. Do not place garbage bags on carpeted areas. Leave garbage bags in kitchen or ask staff to take bags outside to dumpster.
- Before leaving, please have our staff check your rented areas to ensure return of your security deposit.

The Orion Center staff overseeing your party is not responsible for clean-up including clearing tables or washing dishes. Our staff will evaluate the condition in which you have left Orion Center. The Director will review this report before returning your security deposit.

Kitchen/Catering Policy

Use of the Catering Kitchen by individuals or commercial caterers will be subject to the following policies:

1. Caterers must be approved by the Community Center management staff.
2. It is specifically agreed that the Community Center shall not be liable for failure by the caterer to perform services as agreed upon between the rental group and the catering company. All agreements between the renter and the caterer are as such and shall be treated and recognized as a contract agreement between the renter and catering company only and the Community Center and its affiliates, employees and associates are held harmless from any such action that arises from that contract agreement.
3. The Orion Center will not accept shipments on behalf of a renter and /or catering company.
4. The Orion Center will not store renter's equipment, food or belongings prior to or after the rental time. All items left by a renter and/or catering company will be disposed of. There is no assumed responsibility for the renter or caterer's items, possessions or equipment.
5. Use of the Catering Kitchen shall be the responsibility of the selected caterer, or the applicant when "potluck" is brought in to serve.
6. The Kitchen shall be available during the time period approved on the application only.
7. Kitchen equipment shall only be used for their intended purpose.
8. Renters choosing the "potluck" option have use of the following kitchen equipment only:

Available for Use

Reach in Cooler
Microwave
Ice Machine
Freezer
Prep Tables
Garbage Disposal and Sink

Not Available for Use

Dish machine or Dish washer
Coolers
Dishware, Glassware, Silverware
Hot/Cold Serving Stations
Beverage Stations (Juice, Coffee, Cappuccino)
Paper Products
Serving Pieces (dishware, glassware, pots, utensils)
Salt and Pepper Shakers

9. Report any problems, malfunctions, or damages immediately to Building Supervisor or Front Desk staff.
10. Do not overload outlets.
11. Completely clean up all surfaces, appliances and equipment affected by use.
12. All items shall be removed or disposed of in proper receptacles. There shall be no food or garbage or other supplies left in the kitchen/building. Dumpsters are available.
13. The Charter Township of Orion is not responsible for lost, stolen or damaged personal property.

Orion Center Rental Fee Worksheet

ALL RATES ARE PER HOUR

Hours of Operation: Mon/Thu: 9:00 am – 9:00 pm; Tue/Wed/Fri: 9:00 am – 4:30 pm

Name: _____ Event: _____ Event Date: _____

All Facility Rentals Require a \$15.00 Application Fee and a \$100 Damage Deposit (Additional \$100 Alcohol Deposit)

*Non-Profit Rates Available to Orion Residents Monday-Friday **ONLY** at 50% off the Resident Rate*

			Weekdays (M-F)		Saturday/Sunday					
Dining Rooms	Room Capacity		Resident	Non-Resident	Resident	Non-Resident	TOTALS			
	Tables & Chairs	Chairs only								
Dining Room A	96	154	\$50.00	\$65.00	\$75.00	\$90.00				
Dining Room B	75	98	\$40.00	\$55.00	\$65.00	\$80.00				
Dining Room C	40	60	\$25.00	\$40.00	\$50.00	\$65.00				
Room Packages										
Dining Room A with Kitchen	96	154	\$75.00	\$100.00	\$125.00	\$150.00				
Dining Room A & B with Kitchen	175	225	\$100.00	\$125.00	\$150.00	\$175.00				
Dining Rooms B & C	115	158	\$55.00	\$85.00	\$105.00	\$135.00				
Grand Rental (A, B, C & Kitchen)	180	225	\$125.00	\$150.00	\$175.00	\$200.00				
Other (Only available to rent during normal business hours, or in addition to a Dining Room Rental)										
Kitchen	~		\$40.00	\$50.00	\$50.00	\$60.00				
Yoga/Dance Room	36		\$30.00	\$40.00	\$40.00	\$50.00				
Game Room	15		\$30.00	\$40.00	\$40.00	\$50.00				
Orion Room	12		\$30.00	\$40.00	\$40.00	\$50.00				
Multi-Purpose Room	30		\$30.00	\$40.00	\$40.00	\$50.00				
Gazebo	~		\$20.00	\$25.00	\$25.00	\$30.00				
Additional Fees	Coffee Service includes a 60-cup coffee urn, cups, stirrers, creamer & sugar		Available Free of Charge					Some items may not be available in every room		
Coffee Service \$25.00			Magnetic Clips	Booster Seats	TV	Easel	Podium			Coat Racks
Snow Removal \$30.00			Power Strip	High Chairs	DVD Player	Dry Erase Board	Flags			Microphone
Cancellation Fee \$10.00			Extension Cord	Coffee Urn	Portable Screen	Room C Projector	Arch			Lavalier Mics
Staff Notes:						Application Fee				
						Damage/Alcohol Deposit				
						Additional Fees				
							Grand Total			

Orion Center Rental Packages

Silver Package \$325

Amenities Include:

- 4 hour Orion Center Dining Room A/Kitchen
Fridge, Freezer, Warming Oven, Sinks, Ice
- Tables and chairs, set up in the configuration of your choosing

Maximum Capacity: 96



Gold Package \$750

Amenities Include:

- 6 hour Orion Center Dining Rooms A, B & C with Kitchen
Fridge, Freezer, Warming Oven, Sinks, Ice
- Use of Wedding Gazebo for ceremony
- Tables and chairs, set up in the configuration of your choosing
- 2 hour set up time (during business hours on Friday only)
- Use of china, glassware and flatware- Must utilize a caterer that provides staff

Maximum Capacity: 192

To reserve the Orion Center, a completed Facility Use Application and payment in full is required at the time of reservation.

Additional \$15 application fee, refundable \$100 damage deposit / \$100 alcohol deposit (if applicable) required.

For further information, please call 248.391.0304 ext. 3502

1335 Joslyn Road Lake Orion, MI48360

www.orionparks.com