



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

Wildwood 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: Private Rental Reunion Fundraiser Wedding Graduation Party Other: _____

(check all that apply): Will there be a live performance? Yes No

Will alcohol be served? Yes No (All alcohol sales must be conducted under contract through the Parks & Recreation Dept.)

Duration of Use: One Time Only Weekly Weekend M Tu W Th F Sa Sun

Date(s) Requested: _____

Time(s) Requested: _____

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

AGREEMENT: The Undersigned Hereby Agrees to the Following:

- Payment of all applicable rental fees outlined in the rental policy guidelines, including but not limited, to \$200 damage deposit & \$15 application fee.
- Provide proof of liability insurance as required in the attached Insurance Requirements (see page two – if required).
- No smoking, outside alcoholic beverages or illegal substances are permitted on Township park property.
- Applicant is responsible for the conduct of participants & spectators. Profane language, boisterous behavior, or objectionable demeanor is not allowed.
- 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. **Complete Policy Received _____ (initial).**

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: _____

FEES	Half Day (under 6 Hours)	Full Day (over 6 hours)
For-Profit Ticketed Events	\$300	\$550
Private Events	Resident \$150/Non-Resident \$175	Resident \$300/Non- Resident \$350
Community – Based Non-Profit	\$75 per day (fee waivers are considered on a case-by-case basis by the Township Board).	
Damage Deposit	\$200 - \$500, depending on event size and scope.	

Other Information:

- Is your event open to the public? Yes No
- Will you be serving food and/or beverages? 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 requesting to sell 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

Liability Insurance Requirements

- A. All commercial, non-profits and charitable groups, which include but are not limited to; moon walks, dunk tanks, tethered hot air balloon rides, tent rentals, etc., must provide evidence certifying insurance coverage in the amount of **\$1,000,000.00** combined single limit liability insurance policy naming “The Charter Township of Orion and including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers” as Additional Insured to said policy. The minimum coverage is a \$1,000,000.00 policy as directed by the Township’s attorney.

A copy of your policy must accompany your completed rental agreement.



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Facility Use Policy - Wildwood Amphitheater

Section 1 – Introduction

Wildwood Amphitheater is intended for the use and enjoyment of the residents of Orion Township and visitors to our area. Wildwood is a multi-use facility capable of accommodating performances, plays, concerts, family-oriented cultural and social events. The Orion Township Parks & Recreation Department is responsible for scheduling all events at Wildwood.

- A. The intent of this policy is to ensure that our facilities and athletic fields are maintained for, used by, and kept available for use by Orion Township Residents and members of the public at large, without undue restriction or discrimination of any person, entity or organization seeking access too, and use of, facilities and athletic fields offered by the Township. Non-resident fees will be assessed to those not residing within the Township.
- B. The Township reserves the right to modify these policies and procedures and to develop and enforce such additional rules and regulations as may be required for the protection of the parks, the individual facilities of the parks, and the users and patrons of the parks. **All large-scale events will necessitate an advance meeting with appropriate staff.**
- C. The Charter Township of Orion intends to adopt a schedule of fees for reasonable use of the facilities and athletic fields offered by the Township.
- D. Orion Township Parks & Recreation Department reserves the right to refuse any individual or organized group. Applicants must be 18 years of age or older.
- E. Although reserved use of park facilities and athletic fields is permitted by this policy and encouraged by the Charter Township of Orion, the Parks & Recreation Department shall allow any unreserved outdoor facility or portion of a facility to be made available for open, unstructured, public recreation activity on a first come/first served basis. During such periods (unreserved time), organized play, practice, and league activities shall not be permitted on the specified athletic field.
- F. The dedicated use of any facility or area shall be considered the priority use for that facility or area unless written permission for an alternate use has been obtained from the Parks & Recreation Department.
- G. ADA Compliance; ADA, American Disabilities Act prohibits municipal agencies from supporting organizations that discriminate on the basis of disability.
- H. The Charter Township of Orion does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Section 2 - Categories of Users

The Township athletic fields and facilities are public property and should be used by the public as near to a first come/first served basis as is reasonably possible. To protect the public lands from unregulated use that could potentially cause harm to the facilities, three categories of athletic field users are hereby defined to promote orderly and timely accessibility, reservation and scheduling of use. The Township acknowledges its right to establish a reasonable method and ranking for the reservation and scheduling of field use based upon, but not limited to, the following: the programming of the Township, residency, and the overall impact of the group or organization upon the established recreational needs of the Charter Township of Orion. A resident is hereby defined as a person(s) who resides in the corporate boundaries of the Charter Township of Orion.

Section 3- Sales on Park Property

The Charter Township of Orion reserves to itself complete and exclusive rights to regulate the sale of all goods and services sold or conducted on park property; including but not limited to: souvenirs, programs, parking permits, etc. The sale of such items is expressly prohibited without the approval of the Township Board. Applicant must complete a concession sales application and submit the appropriate fee. **The selling of food concessions must be approved by the Township Board and follow all Oakland County Health Department requirements.**

The right to grant a franchise to a third party for the sale of all goods specified is held exclusively by the Charter Township of Orion and no payment fee, percentage, or other remuneration shall accrue to the applicant/permit holder as a result of such a franchise without the approval of the Township Board. Failure to acquire authorization could result in forfeiture of damage deposit.

Section 4 - Waivers, etc.

By recommendation of the Parks & Recreation Department, the Charter Township of Orion reserves the right to waive policies in whole or in part; to waive restrictions and conditions; to impose restrictions and conditions; to require special security; to waive fees in whole or in part; to impose additional insurance requirements; to require municipal inspections and approvals; and to take such steps as may be necessary to ensure the health, safety, and welfare of the residents of Orion Township and the users of the parks.

Section 5 - Fees and Charges

- A. Non-profit organizations and related civic groups to the Orion Township Parks & Recreation Department may be eligible to receive reduced facility use fees.
- B. A non-refundable \$15 application fee is required for all facility and field use requests. Application fee is per request, not per facility, and the request can be for multiple dates within the same calendar year.
- C. Additional fees may apply if it is deemed necessary for snow removal, additional trash and/or sanitation services.
- D. A refundable security/damage deposit is required for use of facilities and athletic fields on all property belonging to the Charter Township of Orion. Any damages occurring during or as a direct result of a reservation will be assessed, applied accordingly and deducted from the damage/security deposit. The applicant acknowledges that it will receive an invoice from the Charter Township of Orion for any costs, expenses or damages that have not been reimbursed.

Section 6 - Alcohol/Tobacco in the Park

The sale, use, and possession of any controlled substance is prohibited, except in conformance with a permit or license agreement issued by the Township, for possession, sale or consumption of beer, wine or other alcoholic beverages. Smoking is prohibited on or within fifty (50) feet of any athletic field, play structure, or Orion Township recreation activity.

Section 7 – Tents, Canopies and Signage

Tents, canopies and signage are permitted in the parks under the following rules and regulations:

- Approval of the Parks & Recreation, with advance notice of a minimum of 10 business days.
- All tents/canopies shall be made of flame retardant material.
- Smoking is not permitted in tents/canopies.
- Required to be a minimum of 20 feet from buildings and 30 feet from parking areas.

Section 8 – Rules

A. Facility Use Rules

1. Please leave park clean - sweep pavilion area, wipe off tables, and put refuse in designated containers.
2. This reservation is for the designated park facility only. Other park attractions and facilities are open to the public. (i.e., the basketball courts, restrooms, etc.)
3. The Township shall have the absolute right and discretion to cancel this agreement and any permission granted to the organization to use Township facilities in the event the organization fails to fully satisfy the rules set forth in this agreement, provided, however, the Township shall give written notification to the organization of the specific rule infraction(s) and a reasonable time to correct any infraction(s) prior to cancellation.
4. Organizations shall be responsible for the supervision of parking and the supervision and control of spectators.
5. Nails, pushpins or tape cannot be used on any indoor or outdoor facilities. Helium balloons are permitted but must be weighted down.
6. Rice, popcorn or flower petals cannot be thrown during wedding ceremonies. Birdseed is permitted.
7. Rooms rented must be left in the same condition as they were when the event started, including the kitchen. This includes the removal of any decorations, signs and food debris. The Parks & Recreation Department maintenance staff will set up and take down the tables and chairs, take out the garbage, sweep and mop at the conclusion of the event.
8. Fireworks, torches of any kind and or explosives are prohibited in any form on the property of the Charter Township of Orion, unless permission is granted by the Orion Township Parks & Recreation Department.
9. Radio controlled model planes, rockets, drones, boats, or wheeled vehicles are prohibited within the parks, unless permission is granted by the Orion Township Parks & Recreation Department or Township Board.
10. Gambling or any game of chance for money is regulated the State of Michigan Lottery Division in Lansing and is not permitted without properly displayed permits and approval from the Township Board.
11. Adult supervision is mandatory. The applicant is responsible for the conduct of participants and spectators. Profane language, boisterous behavior or objectionable demeanor is not permitted. Organizations must adhere to all Charter Township of Orion noise ordinances.
12. All other Township ordinances are in effect and must be adhered to while on Township property.

B. Park Rules

1. Glass beverage containers are not permitted on park premises.
2. Unauthorized vehicles are not permitted on grass or paths, except for motorized wheelchairs and/or similar devices for the disabled.
3. Fires permitted only in elevated grills.
4. All pets must be leashed and are not permitted on playground area, on any athletic fields or in any Township facilities.
5. Pet owners are responsible for picking up and removing their animal's feces from any park area.
6. Please observe posted park hours.
7. Golf is not allowed in any Township parks unless in designated area.
8. Deposit all waste in trash receptacles.

9. Vehicles are not permitted in the Township parks after closing. Parking is permitted in designated areas only. Parking along roadways, either paved or gravel is prohibited, this includes safety paths, sidewalks and trails.
10. **Organized groups of 20 or more** *must* notify the Parks & Recreation Department prior to use of any Township recreation facilities.

Section 9 - Liability Insurance Requirements

- A. Use and Rental by Commercial (For Profit) Groups and Nonprofits/Charitable Groups including business seminars, parties, receptions, civic groups, such as Chamber of Commerce, service clubs, churches, and similar groups. A copy of the general liability coverage with a minimum amount of \$1,000,000 per occurrence with the following wording added as Additional Insured "It is understood and agreed that the following shall be Additional Insureds: The Charter Township of Orion and including all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and their board members, employees and volunteers."
- B. Participants on teams must sign a hold harmless liability waiver indemnifying the Charter Township of Orion from any and all claims resulting from injuries, damages or losses sustained or associated with the program.
- C. Any outside vendors providing services, such as inflatables, dunk tanks, caterers or similar, must submit a copy of their liability insurance listing the Charter Township of Orion as an additional insured and certificate holder for the date reserved.
- D. The liability of the Charter Township of Orion for failure to honor an issued permit for use of facilities in any park as a result of power failure, act of God, condition of the facility, or other incident beyond the reasonable control of the Township shall be limited to:
 1. Providing a mutually satisfactory alternate date and/or time for the event or activity scheduled under the permit; or
 2. Refund of any monies received by the Township from the applicant/permit holder as a result of a specific permit.

Section 10 – Amendments / Review

This policy may only be amended by action of the Board of Trustees for the Charter Township of Orion. In the case of a conflict between this Policy and any other document, agreement, attachment, form, or other policy of the Township, this Policy shall control.



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Concessions Sales Application

Contact Person:	Organization (if applicable):		
Address:	City:	Zip:	
Phone	Email Address:	Date of Birth:	
Location:			
Equipment Description:			
Purpose of Sale:		<input type="checkbox"/> For Profit	<input type="checkbox"/> Non-Profit

Brief description of proposed food service including any factors which may interfere with any other department/park functions:

Applicant must comply with all Orion Township rules and ordinances, Oakland County Health Department, State of Michigan and Federal Health and Safety regulations and satisfactorily pass periodic inspections. The Township reserves the authority to inspect the concession stands, equipment and food at any time without prior notice and may cancel the contract based upon false information or the applicant's inability to act in accordance with law or policy.

Applicant's Signature: _____ Date: _____

Attachments:	
<input type="checkbox"/>	Liability Insurance
<input type="checkbox"/>	Food Handler License
<input type="checkbox"/>	Menu with Prices
<input type="checkbox"/>	Certificate of Non-Profit
<input type="checkbox"/>	\$15 Application Fee

APPROVED:

Signature: _____ Date: _____