



Wildwood Facility Use Application Form

Contact Person: _____ Organization (if applicable): _____

Address: _____ City: _____ Zip: _____

Day Phone: _____ Evening Phone: _____ Fax: _____

Cell Phone _____ Email Address: _____

Event Purpose: _____ Estimated Attendance: _____

Type of Use: Private Party Reunion Banquet Fundraiser Graduation Open House
 Meeting Seminar Wedding Reception Other: _____
 Alcohol

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 as outlined in the rental policy guidelines, including but not limited, to \$200 damage deposit and \$15 application fee. If alcohol request is permitted an additional \$300 security deposit will be required.
- Provide proof of liability insurance as required in the attached Insurance Requirements.
- No smoking, alcoholic beverages or illegal substances are permitted on Township property.
- Applicant is responsible for the conduct of participants and spectators. Profane language, boisterous behavior, or other objectionable demeanor 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. **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: _____

Applicant/Organization Name: _____

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 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

Department Staff Use Only

Employee Completing Application: _____ Date: _____ Time: _____

Assessed Fees:

- \$15 Application Fee \$ _____
- \$200 Damage/Security Deposit \$ _____
- \$300 Alcohol Security Deposit \$ _____
- Rental Fee \$ _____
- TOTAL DUE** \$ _____

Hourly Rental Fees

| | |
|---------------------------|--------------|
| Civic & Non-Profit Groups | \$20.00/hour |
| Music & Dance Studios | \$40.00/hour |
| Ticketed Events | \$80.00/hour |

Rental Check List:

Permit # _____

- Copy of Insurance
- Completed Application
- Facility Set-up Form(s)
- Special Requests _____

Form of Payment: Cash Check # _____ Money Order

Damage/Security Deposit:

Refund Request Date: _____
Assessment of Damages: _____
Total Refund: _____
Check Number: _____
Date Mailed: _____

Insurance Requirements

Liability Insurance Requirements

- A. A copy of a homeowner, condo or tenants policy with a minimum of **\$300,000** liability is required of individuals.
- B. 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 \$1,000,000.00 policy as directed by the Township's attorney.

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



Application for Permission to Sell Concessions

Contact Person: _____ Organization (if applicable): _____

Address: _____ City: _____ Zip: _____

Day Phone: _____ Evening Phone: _____ Fax: _____

Cell Phone _____ Email Address: _____

Location(s): _____

Equipment Description: _____

Purpose of Sale: _____

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: |
|--|
| Liability Insurance with the Township named as an additional insured |
| Food Handler License |
| Copy of Food Menu with Prices |
| Certificate of Non-Profit (if applicable) |
| \$15.00 Application Fee |

APPROVED DENIED per Township Board action on: _____

Supervisor

Date



APPLICATION FORM
Special Permit
Ordinance 76, Alcoholic Beverages Regulation

Type of Permit: _____

Date of Permit: _____

\$300 Non-Refundable Fee Paid On: _____

1. Name: _____

Address: _____

Phone: Home: _____ Work: _____ Cell: _____

Fax: _____ Email: _____

Please provide the following information:

1. Past record of licensee, including liquor license violations and police contacts (*Township will request from Oakland County Sheriff's Department.*)

2. Plans for dealing with, and for avoiding, nuisances and neighborhood problems created by permit:

3. Proposed changes in licensee's operation if granted permit: _____

4. Proposed event requiring a special permit: _____

Type of dance, entertainment, or dance/entertainment activities proposed for event requiring special permit: _____

5. Plans for addressing potential increased parking needs: _____

6. *To be completed by Township:*

- Adequate management operations for permit
- Compliance with changes in informational filing (Ord. 76, Section 5)

I, _____ (print name), swear (or affirm) that I will not violate any of the Laws of the State of Michigan, or of the United States, or any Ordinances of the Charter Township of Orion in the conduct of the business stated above and that all of the above information and attached documentation is true, to the best of my knowledge.

Signature of Applicant

Date: _____

TOWNSHIP BOARD ACTION: APPROVAL DISAPPROVAL

REASONS:

| |
|--|
| |
| |
| |
| |
| |



Application for Alcohol Use Permit

Form with fields: Printed Applicant's Name, Organization, Group, Company, etc., Applicant's Street Address, City, State, Zip, Age, Date of Birth, Drivers License #, State, Home Phone, Business Phone, Email Address, Facilities Requested, 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.

Alcoholic beverages must be served and consumed only in the designated area specified in the permit issued by the Township.

The person making application for this permit and signing below 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 the _____ 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

Date

APPROVED ON: _____

Supervisor

Date

Date of Event

Hours (from/to)



Charter Township of Orion

Oakland County, Michigan

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 and Wildwood of Orion Township. 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, or sale of all alcohol are hereby stated as follows:

1. Special One-Day Liquor License

Any applicant wishing to sell alcohol on Township property must obtain a special one-day liquor license from the Michigan Liquor Control Commission and abide by all rules and regulations imposed by the Michigan Liquor Control Code and Rules. A copy of the special one-day liquor license must be presented to the Orion Township Community Programs Department, no later than seven (7) days prior to the beginning of the event along with the required insurance coverage certificate. The special one-day license must be posted and displayed throughout the event and the designated licensee is responsible for complying with the Michigan Liquor Control Commission Code and Rules, as well all Township Ordinances, policies, licenses and rules. The applicant wishing to sell alcohol under a special one-day license on the designated Township property must further agree as follows:

- a. 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 the Township facility where the one day Liquor License is to be used.
- b. Applicant must complete the Application for Alcohol Use Permit, provide all documentation required and be approved for an Alcohol Use Permit by the Township.
- c. 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 as a Michigan Liquor Control Commission licensee, no other person, organization or business entity, other than the licensee, may receive any profit or loss from the sale of alcoholic beverages.
- d. The applicant seeking an Alcohol Use Permit from Orion Township for the sale of alcohol must also be a Michigan Liquor Control Commission licensee.

- e. 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 Community Programs 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.
- f. The applicant must provide to the Township's Community Programs 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 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 Community Programs Department to determine 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 responsibility and/or potential liability; and the applicant's 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.
- g. 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. Applicant agrees to pay for any and all wages and/or costs related to the presence of any Township employee and/or representative. The Orion Township Community Programs Department will determine which employee and/or employees need to be present prior, during and after the event or function. These Township employees and/or representatives will not be responsible for the security, sale of alcohol or any other responsibility of the applicant.
- h. The applicant will obtain the appropriate insurance necessary to cover the risk determined by the Township Community Programs Department. When required, a Certificate of Insurance must be provided, which names the Charter Township of Orion as an additional named insured party on the applicant's insurance policy. Unless otherwise waived in writing, the minimum insurance will be one million dollars and must specifically cover all liability arising out of the sale and use of alcohol during and event, function, or rental; including, but not limited to coverage for dram shop liability.

2. Use and Possession of Alcohol Without a One Day Liquor License

Orion Township anticipates that for certain events where alcohol is not being sold, 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 Community Programs 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. In the event of alcohol being consumed or possessed at an event which does not require a Liquor Control Commission license, the applicant will provide a Certificate of Insurance which names the Charter Township of Orion as an additional named insured or, where appropriate and approved by the Township Supervisor, a homeowners policy sufficient to cover the anticipated risk. It is the applicant's responsibility to provide adequate insurance coverage for the event and is a condition of the issuance of an alcohol use permit.
- d. 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.
- e. 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.
- f. 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.
- g. The applicant must provide to the Township's Community Programs 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 Community Programs 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.

- h. 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. Applicant agrees to pay for any and all wages and/or costs related to the presence of any Township employee and/or representative. The Orion Township Community Programs Department will determine which employee and/or employees need to be present prior, during and after the event or function. These Township employees and/or representatives will not be responsible for the security, sale of alcohol or any other responsibility of the applicant.
- i. 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 Community Programs 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.
- j. The applicant will obtain the appropriate insurance necessary to cover the risk determined by the Township Community Programs Department. When required, a Certificate of Insurance must be provided, which names the Charter Township of Orion as an additional named insured party on the applicant's insurance policy. Unless otherwise waived in writing, the minimum insurance will be one million dollars and must specifically cover all liability arising out of the sale and use of alcohol during an event, function or rental; including, but not limited to coverage for dramshop liability.

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.