

**City of Stephenson
Park Pavilions/Stephenson Lion's Club Kitchen/Softball Tournament
Reservation Form**

APPLICANT INFORMATION

Name: _____ **Business Name:** _____
Address: _____ **City:** _____ **Zip:** _____
Home Phone: _____ **Cell Phone:** _____
E-mail: _____

EVENT INFORMATION

Date of Event: _____ **Start Time:** _____ **End Time:** _____
Type of Event: _____ **Number of People:** _____

Any rental equipment/furniture cannot be delivered before rental time and must be removed by 8:00 AM the following morning.
If placing decorations outside describe: _____

**Rental Fee
Must be paid at time of application.**

Please select facility:

<input type="checkbox"/> Entire Building \$100 Includes pavilion, kitchen and bathrooms	<input type="checkbox"/> Softball Tournament \$100
<input type="checkbox"/> Erickson Park Small Pavilion \$50	<input type="checkbox"/> Fireman's Park Pavilion No Charge

50% of pavilion rental fee will be returned after inspection of premises after the event.

Cancellation must be 15 days before the event or rental fee will be forfeited.

A certificate of liability insurance may be required for certain events, including but not limited to, multi-day events and community events. This includes private parties with bounce houses or other items that may be booked or brought in.

If food is being prepared and served to the public, whether for free or donation, you are required to contact Public Health Delta and Menominee Counties Environmental Health Division to verify whether or not a license is required.

The undersigned agrees to the terms of the agreement and the Rules & Regulations governing the rental of the facility. The undersigned also agrees to be responsible for any damage to the facility occurring during and by this use, and agrees to be responsible for the conduct of all persons attending this function. Applicant further agrees to be responsible for any accident or injury occurring to anyone during and by this use, and agrees that the City of Stephenson and its employees shall not be responsible for any such injury or loss.

Signature of Applicant _____

Date: _____

City of Stephenson
Park Pavilion/Stephenson Lion's Club Kitchen Reservation Rental Policy

**** Rentals are on first request basis. Only one event shall be reserved per day. No reservations will be taken more than one year prior to event. (please initial)**

1. **Applicant** must be at least 18 years old and responsible for adhering to all of these Rules and Regulations.
2. **Early access** is only granted if the facility is not rented 24 hours before your event. (If granted no entry is allowed before 6 pm)
3. **Tents** are not allowed without prior approval by the City of Stephenson. Timing of the installation and removal of the tent must be pre-approved and shall not interfere with any other scheduled function.
4. **Sound** shall be kept at a reasonable level at all times.
5. **Applicant shall be responsible for guests at scheduled event and will not serve or permit alcoholic beverages to be served to a minor or an intoxicated or disorderly person. Applicant is responsible for compliance with all state laws governing alcoholic beverages. If applicant is under 21 years old, no alcohol is permitted during rental.**
6. **Rental period 10:00 AM to 10:00 PM. (Sun.- Thurs.), 10:00 AM to 11:00 PM. (Fri. and Sat.)** Applicant shall have access to the building at the beginning of the rental period. If tables or other equipment are to be delivered to the site, please make arrangements for delivery after this time. All delivered tables or equipment must be removed by 8:00 am the following morning. Renter is responsible for all equipment on the City of Stephenson property.
7. **No decorations** either interior or exterior are to be affixed to the walls or ceiling by any means, including tape, nails, staples or tacks. Exterior decorations must be approved by the City of Stephenson prior to the event. Confetti, straw, etc., must be completely cleaned up after the event.
8. **Event closing time** Sun. – Thurs. is 10:00 pm, Fri. and Sat. is 11:00 pm.
9. **Cleaning Responsibilities:**
 - *Building grounds and parking must be left in the same condition as at the beginning of the rental.**
 - *Tables must be wiped and floors must be swept.**
 - *Kitchen and bathrooms must be checked and free of debris and loose paper before you leave.**
 - *Refrigerator must be emptied (including ice, food and other supplies brought in) and cooking range/oven must be turned off.**
 - *All trash must be placed in garbage bags by the trash cans, and grounds and parking lot must be free of any debris.**
 - *If the water heater is used, it must be turned off upon leaving.**

*** Lights must be turned off and all doors and window locked upon leaving.**
***The City of Stephenson will not be held responsible for any items left behind.**

- 10. Keys for the kitchen can be picked up at City Hall between the hours of 10 a.m.- 12:30 p.m., and 1:30- 4:00 p.m. Monday through Friday. **At the conclusion of the event all keys must be left in the mail slot at City Hall. NOTE: KEYS CANNOT BE DUPLICATED.**
- 11. **50% of the deposit** will be returned in full only if all the requirements stated in the application are fully complied with, and are forfeited for any violation of these regulations or any damages which occur during the event. The cost for repairs will be assessed on a time and material basis and will include a 10% administrative fee plus loss of rental time. These fees will be deducted or billed accordingly. ***** Deposit will be forfeited if keys are not returned immediately following the event.**
- 12. Any arrangements not specifically mentioned herein will be handled by the City Mayor and/or City Council.
- 13. The City of Stephenson shall not be liable for any accidents or injuries that may occur. No Medical supply kit or telephone is on site.
- 14. **I have read and agree to comply with the Rules and Regulations governing the rental of the City of Stephenson Pavilion facility.**

Signature of Applicant

Date

Signature of Applicant

Date

City of Stephenson
W628 Samuel Street
P.O. Box 467
Stephenson, MI 49887-0467
906-753-6228

Please complete and return with your key after your event

Cleaning Responsibilities Check List:

- *Building grounds and parking lot must be left in the same condition as at the beginning of the rental.
- *Tables must be wiped and floors must be swept.
- *Kitchen and bathrooms must be checked and free of debris and loose paper before you leave.
- *Refrigerator must be emptied (including ice, food and other supplies brought in) and cooking range/oven must be turned off.
- *All trash must be placed in trash bags by garbage cans, and grounds and parking lot must be free of any debris.
- * If water heater is used, it must be turned off upon leaving.
- * Lights must be turned off and all doors and window locked upon leaving.
- *The City of Stephenson will not be held responsible for any items left behind.

Comments for future improvements: