



City of Potterville

Pavilion Rental Application

319 N. Nelson St. ♦ PO Box 488 ♦ Potterville, MI 48876 ♦ Phone: (517) 645-7641
Fax: (517) 645-7810 ♦ www.pottervillemi.org

Please note, this is a two-page form. Both pages must be signed prior to submittal of this rental application.

Rental #: _____
Fee: _____
Date Submitted: _____

Rental Date(s): _____
Organization / Name: _____
Contact Name: _____
Address: _____
Phone: () _____ Alternate Phone: () _____
Email: _____

Pavilion Location:
Downtown: Large Pavilion (\$65.00) ____ Small Pavilion (\$40.00) ____ DDA Pavilion (\$50.00) ____
Lake Alliance: Half Pavilion (\$75.00) ____ Whole Pavilion (\$150.00) ____
Small Pavilion (\$50.00) ____
Estimated Maximum Attendance _____ Hours Needed: From _____ To _____

In the event the applicant is representing a corporation, partnership, association, club, or group, the person signing this agreement for such entity represents to the City that he/she has full authority to sign such contract and, in the event that he/she is not so authorized that he/she will be personally liable for the faithful performance of this agreement. The terms and conditions, together with the attached rules and regulations shall constitute a contract between the applicant and the City of Potterville. I understand and plan for the group I represent to abide by the attached rules and regulations.

Applicant's Signature

Date

Office Use Only:	Fee: _____	Date Paid: _____
	Processed by: _____	

RULES & REGULATIONS FOR PARK FACILITY USE

RESERVATION – Check out the pavilion reservation calendar at www.pottervillemi.org. Any group using various park facilities for outside purposes will be required to complete an application for use of facilities and to submit appropriate damage deposit and/or rental fees within 7 days of making the reservation. Reservations will be confirmed upon receipt of application and appropriate fees. If the appropriate fee and application are not received within 7 days, the reservation will be canceled. Pavilion Rental Applications will be taken no more than one (1) year in advance.

DAMAGE – The applicant shall be responsible for expenses incurred by the City in correcting, cleaning, repairing or replacing any facility or property of the City which was damaged in connection with the activity or event for which the facility was rented, regardless of who caused the damage.

CANCELLATION – If the applicant fails to provide at least 10 working days' notice, the entire rental fee shall be forfeited to the City.

ALCOHOL – Possession or consumption of alcoholic beverages on the City of Potterville park grounds is **limited to beer and wine**.

INSURANCE – The applicant assumes the entire responsibility and liability for losses, damages, and claims due to injury or damages to the applicant's displays, equipment and other property brought upon the premises of the City and shall hold harmless the City, agents, and employees from any and all such losses, damages and claims.

For your protection, the City of Potterville recommends that all park renters obtain liability insurance while using City property to indemnify against loss resulting from bodily injury and/or property damage. A copy of the insurance certificate should be filed with the City. Your personal insurance agent can assist you in obtaining this information.

CLEAN UP POLICY – Applicant must leave the park/facility in satisfactory condition (clean and free of damage). All litter and garbage must be disposed of properly.

DISCLOSURE – Applicant must disclose at time of submittal of application all special equipment being brought into the park for use during rental. Items **NOT ALLOWED** include the following but are not limited to generators, inflatable bouncers, dunk tanks, motor powered vehicles (gas or electric), trailers, stages, amplified (loud) speakers, megaphones, or concessions.

TERMINATION OF AGREEMENT: The City of Potterville reserves the right to immediately terminate this agreement, and the applicant agrees to immediately vacate the premises upon notice of termination for failure to adhere to the rules and regulations set forth.

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