



Howell Parks and Recreation Authority
925 W. Grand River
Howell, MI 48843
517/546-0693
Fax- 517/546-6018

PAVILION RENTAL AGREEMENT

Name: _____ Date: _____

Address: _____ Township: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Date of Event: _____ Name of Activity/Event: _____

Estimated attendance at activity/event: _____

Pavilion Requested:

Rotary Pavilion

Location: Large pavilion facing lake.

Electricity available

Accommodates up to 100

Rental Rate: \$50 per day - Monday through Friday

\$75 per day - Saturday and Sunday

May/Scotfield Pavilion

Located at end of soccer field

Electricity available

Accommodates up to 100

Small Pavilion

Located on the right side of the road as you enter the park

Accommodates up to 25 people

No electricity

Rental Rate: \$25 per day - Monday through Friday

\$50 per day - Saturday and Sunday

TOTAL DUE \$ _____

The undersigned hereby certifies that they are over the age of 18, has received a copy of the Pavilion Rental Policy and hereby agrees to comply with all park regulations and special conditions imposed in conjunction with the issuance of the rental agreement and certifies that the information provided on the permit application is correct and complete. The undersigned further understands that they are responsible for any damages to the facility or equipment and agrees to leave the facility in a clean and orderly fashion. Further, the undersigned agrees to release and hold harmless the City of Howell & the Howell Area Parks & Recreation Authority, its employees and agents, from any and all liability as a result of this event and/or permit.

Signature of Applicant Date

For Office Use Only: Date Form Received: _____	Date Processed: _____
Amount Paid: _____	Cash/Ck# _____ Processed by: _____

HOWELL CITY PARK PAVILION RENTAL POLICY

1. Reservations are required from Memorial Day through Labor Day and may be made anytime after January 1 of each year. Applications are processed in chronological order from the date they are received. A separate application is required for each date requested. Prior to Memorial Day and after Labor Day, pavilions are available for use on a first-come, first-served basis.
2. Full payment must be made at the time the pavilion is reserved. Checks should be made payable to the Howell Area Parks and Recreation Authority.
3. Reservations may be made by mail or in person; no telephone reservations will be accepted.
4. No refunds will be made. In the event of extreme weather conditions or park closing, as determined by the City, every effort will be made to reschedule your event on dates that the pavilion has not already been rented.
5. Restrooms on the south end of the Park will be open for all pavilion rentals.
6. You must be 18 years of age to reserve a pavilion. Responsible adult supervision must be provided at all times.
7. Once your pavilion rental has been confirmed by the Authority, the pavilion is yours to use on your rental date during regular Park hours. The Authority will post a reservation form on the pavilion. However, you should bring a copy of the completed reservation form with you on the day of your event. If another party is using the pavilion when you arrive, please show them your reservation form. Park Attendants are available to assist you and can be contacted at the Park Guard Booth located at the entrance to the Park.
8. You and your guests must abide by all City Park rules and regulations. The Park staff and Police Department have the authority to cancel your event and/or require uncooperative offenders to leave the Park.
9. Alcohol Policy: The consumption or possession of alcoholic beverages is prohibited in all City Parks. Persons caught consuming or in possession of alcoholic beverages in the Park are subject to prosecution.
10. Smoking Policy: No smoking is permitted in the beach area of the Park.
11. Pets: Pets must be kept on a leash at all times. Pets are prohibited from the beach area.
12. Vehicles with trailers are not permitted in City Park.
13. Thumb tacks, nails, or similar fasteners shall not be used on the pavilions or picnic tables.
14. Upon conclusion of your event, you will be responsible for ensuring that the pavilion and picnic tables are free of grease, charcoal, food debris and other trash articles before leaving. All decorations must be removed prior to departure. The Recreation Authority reserves the right to assess additional fees or restrict future access to the facilities if the rental area is not properly cared for by the renter.
15. GUEST ENTRY TO THE PARK: All vehicles entering the park must have a valid annual or single day park permit. Permits are available for purchase at City Hall during regular office hours and will also be available at the Park Guard Booth on the day of your event. Discounted daily park permits will be available for your guests at the rate of \$5.00 per vehicle. To qualify for the discounted daily permit, guests must advise the Park Attendant that they are with your event.
16. Any problems with the pavilion, picnic tables, or electricity should be immediately reported to the attendants at the Park Guard Booth located at the entrance to the Park. Please note: Bees and other insects are attracted to trash and food items and there is little the Authority can do to alleviate this problem.