



**2021 EAST CHINA CHARTER TOWNSHIP
SPECIAL EVENT / PARK FACILITIES USE PERMIT APPLICATION (PAGE 1)**

APPLICATIONS ACCEPTED BEGINNING JANUARY 7 for RESIDENTS and APRIL 1 for all others. NO EXCEPTIONS

**THIS FORM BECOMES YOUR USE PERMIT ONCE APPROVALS ARE GRANTED. ALL THREE PAGES
MUST BE WITH THE ORGANIZERS THE DAY OF THE EVENT IF REQUESTED BY PARK STAFF**

CONTACT PERSON: _____ ORGANIZATION (if applicable): _____

EVENT PURPOSE: _____ ESTIMATED ATTENDANCE: _____ ESTIMATED # TEAMS: _____

DATES (S) REQUESTED: _____ TIMES REQUESTED: _____

ADDRESS: _____ CITY: _____ ZIP: _____

CONTACT PHONE: _____ CONTACT EMAIL: _____

TYPE: PRIVATE PARTY TOURNAMENT CAMP CLINIC RUN / WALK OTHER (describe) _____

REQUESTED FACILITIES (CHECK ALL THAT APPLY)

NOTE: (Park Manager reserves the right to determine if additional facility space is required depending upon type of event)

- | | |
|--|---|
| <input type="checkbox"/> PAVILION 1 (near the woods) | <input type="checkbox"/> RECOR 1 SOFTBALL FIELD (closest to M29) |
| <input type="checkbox"/> PAVILION 2 (near the Kid-E-Scape) | <input type="checkbox"/> RECOR 2 SOFTBALL FIELD |
| <input type="checkbox"/> PAVILION 3 (near the softball fields) | <input type="checkbox"/> M-29 BASEBALL FIELD 1 (closest to M29) |
| <input type="checkbox"/> PAVILION 4 (near the soccer fields) | <input type="checkbox"/> M-29 BASEBALL FIELD 2 |
| <input type="checkbox"/> OTHER: (list) _____ | <input type="checkbox"/> SOCCER FIELD (S) (Indicate which field if not all) |

Park Opens at 8:00 am.

Park Closes: MAY – JULY: 8:30pm, AUGUST: 8:00pm, SEPTEMBER: 7:30pm, OCTOBER: 6:30pm

PLEASE REPORT ALL VANDALISM

A reward will be offered when vandalism is reported, and the offender is apprehended and prosecuted.

USE FEES and CLEANING DEPOSITS:

Resident: \$50 PER PAVILION; \$25 PER FIELD Non-Resident: \$75 PER PAVILION; \$25 PER FIELD
ALL APPLICANTS WILL BE CHARGED A \$15 NON-REFUNDABLE APPLICATION FEE BEGINNING JANUARY 2020

A \$100 Cleaning Deposit will be collected for each pavilion reservation. Use fee may be refunded if reservations are cancelled 30 days or more prior to the reservation date.

Your reservation is for a specific area of the park. Others are permitted to use all other areas of the park. Additional fees for "Special Events" may be assessed as determined by the Park Manager.

*****OFFICE USE ONLY*****

TAKEN BY: _____ DATE: _____ RESIDENT FEES APPLY? YES NO

FEE DUE: _____ AMOUNT PAID: _____ DEPOSIT DUE: _____ check #: _____

COMMENTS: _____

APPROVALS REQUIRED: PARKS MANAGER: _____ DATE: _____

TOWNSHIP MANAGER: _____ DATE: _____

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THE LOCATION OF ALL EVENT EQUIPMENT AND COURSES MUST BE INDICATED ON A SITE MAP PRIOR TO APPROVAL. All event equipment must be removed before the park closes. These items are your responsibility and could be subject to loss or theft left if behind after the park closes. Reserved areas expire and must be vacated ½ hour before Park Closing time.

| | |
|---------------------------|--|
| EVENT DATE: | |
| ORGANIZATION NAME: | |
| YES NO Please circle | |
| Y N | TENTS: How many & what size: <i>Tent placement requires approval because staking may puncture underground utilities.</i> |
| Y N | Additional Tables & chairs bringing in: |
| Y N | Additional grills bringing in: |
| Y N | Sound equipment (Loud-Speakers, Bands, Karaoke, Amplifiers, etc.): YOU MUST PROVIDE GENERATOR POWER. Equipment description for approval: |
| Y N | Stages: |
| Y N | Other areas in addition to the pavilion requested for use: <i>Indicate on the site map</i> |
| Y N | Will there be a course layout? <i>Indicate on the site map</i> <i>If you request assistance defining or creating your course additional charges will be assessed.</i> |
| Y N | INFLATABLES: Bounce house, slides, etc. How many? YOU MUST PROVIDE GENERATOR POWER |
| Y N | DUMPSTERS: <i>(Paid for and arranged by event organizer)</i> |
| Y N | “PORTA POTTIES”: How many? <i>Indicate on the site map (Paid for and arranged by event organizer)</i> |
| Y N | WILL CATERED FOOD BE ON SITE? <i>Indicate location on the site map</i> |
| Y N | IS ALCOHOL BEING SERVED? |
| Y N | WILL A BALL FIELD BE USED BY YOUR GROUP? (Softball, hardball, soccer) <i>Indicate location on the site map NOTE: a field reservation may be required to secure exclusive use</i> |
| Y N | ADDITIONAL PARKING AREAS REQUESTED <i>Indicate on the site map. If you require barricades, snow fencing or cones to be placed by park staff additional charges will be assessed.</i> |
| Y N | CONCESSION SET UPS - Profit or Non-profit event? Describe: |

Please list any other activities or items you intend to bring such as; Trampolines, cotton candy machines, dunk tanks, pony rides, hot dog machines, popcorn machines, slushy machines, etc.

Is there any other request not included on this checklist you would like to make?

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WAIVER OF LIABILITY, CERTIFICATION AND SIGNATURE:

I understand and agree on behalf of the sponsoring organization the following policies are in place and enforceable:

- Payment of all applicable rental fees are to be received with this application, including but not limited to \$100 damage deposit per facility requested.
- A certificate of insurance must be provided which names the Charter Township of East China as an additional insured party.
(NOTE: THIS MAY BE WAIVED BY THE TOWNSHIP MANAGER FOR PRIVATE PARTIES)
- Park Manager will make the final determination as to the playability of ball fields.
- Participants agree to clean up the property after the gathering. The area must be returned in the same or better condition upon the party's arrival or the deposit may be entirely or partially forfeited. No person shall damage, deface, destroy, move or take away any sign, structure, table, playground, restrooms and or recreation equipment. Any such losses and excessive cleaning fees will be billed back to the reservation party. All food is to be disposed of in waste receptacles. WATER BALLOONS, CONFETTI, SILLY STRING, EGG TOSSES AND GLASS ARE PROHIBITED. Cigarette butts on the ground are a form of litter so please dispose of them properly.
- DOGS ARE NOT ALLOWED in or around the pavilions, restrooms, ball fields, or around the Kid-E-Scape area. "Leash Laws" are enforced in the park, except in the designated Dog Park area.
- NO CLEATS ARE ALLOWED ON WOODEN BRIDGES. Damages from cleats will forfeit all deposits.
- Buses and large groups will be directed where to park by the Park Manager. Motorized vehicles of any type are to remain in parking areas only. Exceptions will be made for large events and must be authorized by the Park Manager.
- Fires are allowed only in areas designated for this purpose.
- Loud speaking devices, sound amplifiers, tents, stands, platforms or other structures are not allowed unless the location is authorized by the Park Manager in writing as an attachment to this agreement.
- All groups of over 75 people must submit a plan for approval showing any special activities that will occur (i.e. pony rides, concession booths.)
- Events requiring a "COURSE" are considered "SPECIAL EVENTS" and must approved by the Park Manager PRIOR TO THE EVENT. Course markings will be tied ribbons on trees or structures, stake flags or signage. Paint will only be allowed if pre-approved by the Park Manager. Paint must have a chalk base and only be placed on the grass or soil while accompanied by a park employee.
- Between the hours of 12-noon and 8:00 p.m., the consumption of alcoholic beverages will be permitted only as incidental to the serving of a meal and must remain in the reserved pavilion ONLY. No glass bottles or glass containers are allowed outside of the pavilions. The Park Manager may request the consumption of alcoholic beverages cease at any time deemed necessary. ALCOHOLIC BEVERAGES ARE PROHIBITED AT ALL GRADUATION PARTIES.
- Any persons not adhering to park rules will be asked to leave by the Park Staff or Sheriff Deputy.
- Applicant is responsible for the conduct of participants and spectators. Profane language, boisterous behavior, or other objectionable /offensive demeanor is not permitted and will result in removal of the offending individual or the entire party.
- The approval of this special event may include additional requirements and/or limitations, based on the Charter Township of East China's review of this application, in accordance with these provisions. The event will be operated in conformance with the Written Confirmation of Approval as presented in this permit.

As the authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings and agree that my sponsoring organization will comply with this Special Event / Facilities Use Permit Application and attached Policies, and all other Charter Township of East China requirements, ordinances, the laws of the State of Michigan. Federal Law, Fire and Safety Codes and other laws which may apply to this Facility Use / Special Event.

_____ assumes the entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury or alleged injury (including death) to any person, or damage, or alleged damage, to property of owner or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance of the work or operations of _____.

To the fullest extent permitted by law, _____ agrees to defend, pay on behalf of, and hold harmless the Charter Township of East China against any and all claims, demands, suits, losses, including all costs connected therewith, for any damage which may be asserted, claimed or recovered against or from the Charter Township of East China, its elected and appointed officials, employees, volunteers or all others working on behalf of the Charter Township of East China by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out of the alleged negligence of _____ and/or in any way connected or associated with this Agreement.

Date: _____ Signature: _____ Staff Witness: _____

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ADDENDUM 1 TO PAVILION RENTAL AGREEMENT

CHANGES IN PARK EMPLOYEE INTERACTIONS WITH PAVILION RENTERS
JULY 17, 2020 EXTENDED INTO 2021

Employees will ask parties at the beginning of the event what curtains they want down and they will be leaving them in place until the end of the event. Employees will return after the event to raise the curtains up. They will not be returning during the event to raise and lower the curtains. Curtain tools may be requested at the beginning of event by the event organizer to be left for their use and must be returned to park employee prior to vacating the premises.

Park employees will no longer empty trash receptacles throughout the renter's event.

Renters are required to pull their full bags and tie them off and set them outside of the pavilion for the park staff to remove AFTER the event is over.

Additional bags are provided for the renter to replace the liner afterwards or if they require another liner.

Grills are to be emptied into the ash bin at the end of the event.

Picnic Tables are to be returned to their original placement at the end of Renters Event.

Failure to comply with all the above can / will result in forfeiture of deposit.

If Executive or Emergency Order requires adherence to social health and welfare guidelines during your event, Face Masks must be worn in the Public Bathrooms in the East China Parks

Signature: _____

Date: _____

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EAST CHINA PARK PAVILION RENTAL ADDENDUM #2 DUE TO COVID-19 PANDEMIC

This addendum is to cover any Emergency or Executive Orders which may be imposed and in place at the time and date of your event regarding gatherings and face covering when in a public place.

If you agree to notifying your guests and following any Emergency or Executive Orders imposed and in place at the time and date of your event, please sign and date below. Such Orders will be posted on the East China Township website when applicable. You will be notified at the time of your event if East China Township requires adherence.

Signature: _____

Date: _____

Phone: _____