



**CITY OF WAKEFIELD
PARK PAVILIONS/CITY EVENT ROOM
RENTAL APPLICATION**

No activity is permitted without a current Insurance policy listing the City of Wakefield as an additional insured. Insurance requirements are attached. Eddy Park hours are 7:00 AM-10:00 PM (If your event will last past 10:00 PM permission is required). City Event Room events may last until 12:00 AM.

NAME: _____ GROUP: _____ DATE OF USE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

CHECK APPROPRIATE BOX	RESIDENT	NON-RESIDENT
<input type="checkbox"/> John Siira Pavilion (Kitchen/Bathrooms)	\$50.00	\$75.00
<input type="checkbox"/> Beach Pavilion (Electrical outlets)	\$25.00	\$35.00
Security Deposit (separate check or copy of credit card)	\$75.00	\$75.00
<input type="checkbox"/> City Event Room with Kitchen	\$100.00	\$150.00
Alcohol Fee:	\$50.00	\$50.00
Security Deposit (separate check or copy of credit card)	\$100.00	\$150.00
<input type="checkbox"/> Non-Profit/Community Organizations	NO CHARGE WITH COUNCIL APPROVAL	

DAMAGE & CLEAN-UP AGREEMENT

Said group agrees to pay the City of Wakefield for damage to any property caused by said group at said location and said group agrees to pay the City **the security deposit amount as shown above** if the area used by said group is not **CLEANED UP** and returned to the condition in which it was found.

RELEASE & HOLD HARMLESS AGREEMENT

Also, in consideration of using the City of Wakefield property/structures and if applicable, in consideration of being allowed by the City of Wakefield to possess and consume beer and/or wine at the above location and date, the undersigned, by this instrument do hereby expressly stipulate and agree to release, discharge, indemnify and forever hold harmless the City of Wakefield, its assigns, agents, servants and employees of and from all claims, demands, actions or causes of action now existing or which may hereafter exist by reason of any damage, loss or injury which heretofore has been or which may hereafter be sustained by the said GROUP, ORGANIZATION OR FAMILY in consequence of their participation in any and all activities in connection with the use of City of Wakefield Property/Structures.

This release extends and applies to, and also covers and includes, all unknown, unforeseen, unanticipated, and unsuspected injuries, damages, loss and liability, and the consequence thereof, as well as those now disclosed and known to exist. The provisions of any state, federal, local or territorial law or statute providing in substance that releases shall not extend to claims, demands, injuries or damages, which are unknown or are unsuspected to exist at the time to the person executing such release, and hereby expressly waived.

HAVING READ THE ABOVE CONDITIONS AND RECEIVING THE GUIDELINES/POLICY PERTAINING TO THIS RENTAL, I/WE AGREE TO ADHERE TO THE CONDITIONS OF THIS AGREEMENT AND THE RENTAL GUIDELINES. I, FURTHER CERTIFY THAT IF MY SECURITY DEPOSIT IS NOT USED, I WISH TO HAVE MY SECURITY DEPOSIT ___ RETURNED TO ME ___ SHREDED. If neither item is selected, the City of Wakefield Representative is authorized to shred my Security Deposit.

Signature _____

Date _____

CITY OF WAKEFIELD USE

Date Received: _____ Rental Fee: _____ Receipt #: _____ Type of Payment: _____

Sec. Dep.: _____ Cert. of Insurance (City Room) _____ Key Issued: _____ /Returned: _____

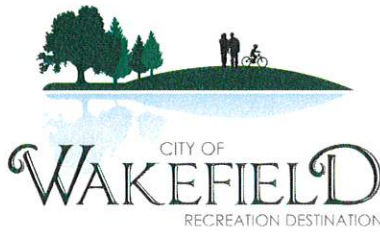
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ph (906) 229-5131 f (906)229-5331

FB/cityofwakefieldmi

THE CITY OF WAKEFIELD IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER



RENTAL CHECKLIST

Security Deposits will be refunded of Pavilion/Event Room are cleaned and keys are returned.
Please return this checklist with your key.

PAVILION USERS

****There is no key required for the Beach Pavilion****

The Keys for the John Siira can be picked up from the City Clerk's office Friday before 4:30 P.M. if your date is a Saturday or Sunday. The Electric Box is located in the men's bathroom closet on the right. If the RED master switch is turned off, flip it to the on position. This will give power to everything.

- I placed secured garbage bags in Campground dumpster: _____
- I washed the tables: _____
- I picked up all litter and trash: _____
- I removed all decorations, including tape and staples: _____
- I removed all signs/balloons from City Park and Property: _____
- I flushed all toilets: _____
- I made sure water was not running: _____
- I made sure the kitchen window/door was locked (keep bathroom doors open): _____
- Counters and sink cleaned: _____
- The water was not running in sink: _____
- All food was removed from freezer/fridge/stove/cooler: _____
- Floors picked up: _____

Please make not of any damage/broken items notices in or around pavilions:

City Event Room Users:

The Key for the City Building can be picked up from the City Clerk's office Friday before 4:30 P.M. if your date is a Saturday or Sunday.

- I placed secured garbage bags in the Kitchen: _____
- I washed the table and chairs: _____
- I tore down table and chairs and placed them in the storage room: _____
- I removed all decorations, including tape and staples: _____
- I removed all signs/balloons from City Building and Property: _____
- I flushed all toilets: _____
- I made sure water was not running: _____
- I made sure the kitchen counters/sinks were cleaned: _____
- The water was not running in the sink: _____
- All food was removed from freezer/fridge/stove/cooler: _____
- Floors picked up/vacuumed (if needed): _____

Please make note of any damage/broken items noticed in or around City Building/Event Room:

I RETURNED THE KEY: CITY OFFICE _____ OUTDOOR CITY DROP BOX _____

Print Name: _____ Signature: _____ Date: _____