# Helena Township Depot Park Use Agreement

This form is required for all groups of twenty persons or more and may be completed by smaller groups who want to schedule an event space. Please complete the form and submit it with any required additional documents. There is no required fee for park use, but donations are suggested and welcomed. Donations can be made out to Helena Township. **The Depot Park is a public park and is always open to the public including times when events are scheduled.**

**DEPOT RESTROOMS ARE NOT AVAILABLE FOR YOUR USE. PORT-A-JOHNS ARE AVAILABLE.**

**No park event will be scheduled until this form, any additional documents, and deposit (required when using tents) are filed with the Helena Township Clerk and the Helena Township Clerk has signed the agreement below.**

TODAYS DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GROUP/EVENT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ESTIMATED NUMBER OF PEOPLE IN YOUR GROUP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip:\_\_\_\_\_\_\_\_

PHONE # (REQUIRED):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF EVENT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIME OF EVENT: FROM\_\_\_\_\_\_\_\_\_\_TO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**$100 DEPOSIT due at scheduling. Deposit will be returned if upon inspection all grounds are free of garbage, refuse or damage. If clean-up or repair is required by the township, the deposit will be non-refundable to offset the costs incurred by the township.**

**$100 per day for use exceeding 4 hours. $15 per hour for events under 4 hours.**

**$50 additional fee for set up and removal of tent, etc. on day other than scheduled event rental date.**

**Deposit Paid: Check #\_\_\_\_ (From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) Cash**

REQUIRED: Please submit a Certificate of Insurance for Comprehensive General Liability in the amount of $1,000,000 per occurrence naming Helena Township as additional insured for the duration of the event and any use of the property related to the event, including placement of equipment or other personal property on Township property **when alcoholic beverages are present**.

Insurance Certificate attached: yes \_\_\_\_\_\_\_\_\_\_ no \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PARK CLOSES AT 11:00 PM. In consideration of the neighbors, noise (music etc) will end at 11:00 PM.**

If you will be using a tent or tents, you are responsible for any and all damages to the underground irrigation system. The underground irrigation water lines are marked by orange painted lines. Spikes to secure tent ropes may not be placed within 12 inches of the painted orange lines.

Helena Township

PO Box 177

8751 Helena Road

Alden, MI 49612

231.331.4643 phone

231.331.6713 fax

**OVER**

**INDEMNIFICATION**

To the fullest extent permitted by law, Applicant shall defend, indemnify, and hold harmless Helena Township, its officers, directors, agents, and employees from and against any costs, liabilities, claims, demands, suits, losses, and damages (including but not limited to reasonable fees and charges of attorneys and reasonable court or arbitration or other dispute resolution costs) arising out of, caused by, or incidental to the acts, error, omissions, or negligence related to activities covered by this Agreement and the use of Helena Township property by Applicant, its officers, directors, employees, agents, consultants, guests, invitees or by any other person or persons, including but not limited to the Township, its agents, employees, or officers. This indemnification agreement shall not be limited by reason of any insurance coverage. This does not and is not intended to waive any defense of government immunity that may be asserted by Helena Township. Applicant shall be fully responsible for clean-up and repair or replacement costs of any damage to Helena Township property, including any damage to the underground sprinkler system water lines. Helena Township is not responsible for equipment or personal items brought into or left at the park.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Helena Township Date

**FOR EMERGENCY OR QUESTIONS**

**CONTACT: DAVID PETERSON CLERK AT (231) 676-2900 OR**

 **CATHY RICE TREASURER AT (231) 331-6125**