

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. **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 _____

NON-REFUNDABLE FEE

\$12 per hour for events that do not exceed 4 hours and do not use tents.

\$100 per day --\$25 additional if tent(s) are set up or removed other than day of event.

DEPOSIT (REFUNDABLE) \$100 -- REQUIRED WHEN USING TENTS. MADE PAYABLE TO: HELENA TOWNSHIP

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

Helena Township
PO Box 177
8751 Helena Road
Alden, MI 49612
231.331.4643 phone
231.331.6713 fax

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.



