

**PARKS &
RECREATION**

Approx. Number of Attendees & Activity Description: _____

Date _____

OK TO PAY:		701-000-283.100	\$50.00
Account	Date	Initials	Amount

BRANDON TOWNSHIP - RESERVATION AGREEMENT

TERMS AND CONDITIONS

1. Reservation agreements will be accepted starting January 1st of each year and ending December 31st. Park hours vary seasonally. The Securing Party agrees to pay the security deposit and fees at the time of reservation.
2. A security deposit of fifty dollars (\$50) must be paid in full to hold the desired reservation date and MUST accompany any and all reservations. The security deposit will be returned within 14 working days after the reservation date following an inspection.
3. The Securing Party is to ensure all attendees comply with all park rules and regulations set forth by the Charter Township of Brandon Board of Trustees.
4. The Securing Party will be responsible for any and all damage during the occupancy of the facility. Malicious destruction or careless use of the facility resulting in damage or theft of property will be penalized by the amount of the cost to repair or replace.
5. NO alcoholic beverages are allowed on park property.
6. A minimum of thirty (30) business days' notice must be given for any and all cancellations. Without the required notice, the Securing Party and Group will forfeit the security deposit and may be subject to additional cancellation fees.
7. Groups comprised of individuals less than eighteen (18) years of age MUST have one adult in attendance for every ten (10) persons less than eighteen (18) years of age while using the facility.
8. Proper and orderly behavior shall be maintained at all times, and any and all damages made to the pavilion or park property shall be the financial responsibility of the Securing Party.
9. All advertising, except that incidental to programs, all sale of merchandise or other materials, and solicitation and circulation of petitions or any other activity, is prohibited unless specific written approval is obtained in advance by the Charter Township of Brandon Board of Trustees.
10. The pavilion will be left clean. Any materials or decorations brought in by the Group MUST be removed and properly disposed of at the end of the reservation. Confetti of any sort will NOT be allowed on park grounds. Only tape will be used to hang objects. No staples, tacks, nails, etc., will be used. The use of the above-mentioned items would result in the forfeiture of the security deposit. Additional fees may be charged for required maintenance.
11. The Securing Party and Group acknowledge the pavilion is located on public property and any other facilities on the property are open to the public.
12. The Securing Party and Group shall be responsible for necessary supervision over any and all persons using the pavilion during the reservation period.
13. The Securing Party and Group are to ensure that all attendees comply with any and all park rules and regulations set forth by the Charter Township of Brandon Board of Trustees.
14. The Brandon Township Supervisor or Parks and Recreation Director reserves the right to cancel this agreement or make a decision on any situation not covered herein.
15. The Charter Township of Brandon and the Brandon Township Parks and Recreation Department, and their agents and employees, assume NO responsibility, financial or otherwise, for accidents or injuries sustained by individuals or groups using the facility.
16. It is prohibited for any individual or group to discriminate on the basis of race, color, national origin, religion, or sex during any event/activity held on Brandon Township Parks and Recreation property.
17. Any and all catered events must use a caterer holding all permits and licenses required by applicable law, ordinance, or regulation. Please submit a copy of approval 30 days prior to the reservation date. The Securing Party and Group shall be responsible for any and all use by the catering company and its employees.
18. The Brandon Township Supervisor and Parks and Recreation Director shall have the right to restrict the use of the facility or grounds when determined that such use shall be detrimental to the general operations of the parks or facilities.
19. The Securing Party and Group agree that they will be jointly and severally responsible for and shall make payment for any damages that may be caused to the grounds, facility or equipment. The Securing Party and Group further agree to hold the Charter Township of Brandon, its agents and employees, and the Brandon Township Parks and Recreation Department, and its agents and employees, harmless for any loss, damage, injury, or expense arising out of or in connection with the use of the pavilion caused by any persons during the period of reservation and occupancy. The Securing Party and Group further agree to indemnify the Charter Township of Brandon, its agents and employees, and the Brandon Township Parks and Recreation Department, its agents and employees, against all expenses, liabilities, loss, damage, suits, actions, claims, judgments, and demands of every kind or nature, including attorneys' fees for an attorney chosen by indemnified parties, pertaining or arising out of the use of the leased premises.
20. Non-profit organizations will receive a 25% discount on pavilion reservation fees provided the organization submits a 501c3 and the Securing Party agrees to be present during the event.