



MDNR - Belle Isle Park
 99 Pleasure Drive, Detroit, MI 48207
 Phone: (313) 821-9851 | Fax: (313) 821-9848
 Email: DNR-BelleIsleParkEvents@michigan.gov

Belle Isle Park Flynn Pavilion Rental Agreement (2021)

Date of Event: _____ Anticipated Number of Guests: _____

Type of Event: (check all that apply)

_____ Wedding Ceremony _____ Reception _____ Other: _____

Time of Rental (list beginning and ending times): _____
(Rental period should include set-up, event and clean-up time)

Actual Event Time (list beginning and ending times): _____
(Please Note: All events must end by 12:00 a.m.)

Rehearsal Date: _____ Time: _____
Rehearsals can be scheduled Monday – Thursday between 10:00 am & 5:00 pm)

Client: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: (home) _____ (cell) _____

Email Address: _____

Driver's License: _____ Exp.: _____

Representative authorized to make decisions regarding the event: _____

FOR OFFICE USE ONLY

Hours in Standard Rental: _____ Additional Hours Requested: _____

Rental Fee: \$ _____ Additional Fees: \$ _____ Security Deposit: \$ _____ Total Due: \$ _____

Date Paid: _____ Payment: \$ _____ Balance: \$ _____ Staff Initials: _____

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GENERAL INFORMATION

The Flynn Pavilion is a rental facility that can accommodate approximately 75-100 guests.

The facility rental fee is \$750.00, which includes a \$200.00 refundable security deposit. The full \$750.00 payment is due to secure a date. In addition to cash and check payments, we accept MasterCard, Visa, and Discover.

The standard rental fee includes eight (8) consecutive hours of rental time. During your eight (8) hour rental period, **ALL** of your activities must take place, including set-up and clean-up. Events must end no later than 12:00 am. Event clean-up must be completed by 1:00 am.

Additional time may be reserved for \$75.00 per hour and must be scheduled at least fourteen (14) days prior to the event.

SECURITY DEPOSIT

The rental fee includes a \$200.00 refundable security deposit which will be returned approximately 2 to 4 weeks after the event. Security deposits are refundable based on the condition of the building after the event.

Belle Isle Park may, at its discretion, keep any or all of the security deposit because of, but not limited to, the following reasons:

- The client/guests do not adhere to the facility guidelines.
- Damage caused by negligent acts of the client, guests, or vendors.
- The facility is not properly cleaned after the event.
- The event exceeds the scheduled time.

A facility checklist will be completed with the client/ designated representative and someone from the Belle Isle Park staff prior to the start of the event and at the conclusion of the event. In most situations, issues that would cause a security deposit to be forfeited will be outlined on the document.

Except for cash payments, security deposit refunds are returned to the original form of payment. Original cash deposits will be returned in the form of a check. All check refunds will be mailed to the address on the contract. It is the client's responsibility to notify the office of address changes.

REHEARSALS (Wedding Ceremonies Only)

A one-hour long rehearsal is granted with each reservation. This is an opportunity for the wedding party to work out the logistics for the event. Scheduled rehearsals are not staffed. Rehearsals are scheduled, based on availability, Monday through Thursday from 10:00 am to 5:00 pm.

I HAVE READ AND UNDERSTAND THE INFORMATION LISTED ABOVE

CLIENT'S INITIALS _____

TABLES, CHAIRS AND EQUIPMENT

Tables and chairs are included in the facility rental, however, the client is responsible for setting up the tables and the chairs for the event. All tables and chairs must be returned to the storage/equipment room at the end of the event. For your planning purposes, our tables and chairs may not be used for outdoor activities.

Additional equipment needed for your event may be rented from an outside vendor. All rented items must be removed from the premises by the end of the event. We cannot store items before or after your scheduled rental period. Belle Isle Park will not be responsible for any items that are left onsite outside of your rental time.

VENDORS

Clients may contract with vendors to provide products and/or services for a scheduled event. All deliveries must take place during the scheduled rental and all equipment/supplies must be removed by the end of the rental time.

Food trucks must be approved and must have the proper vendor permits to operate on the park.

The State of Michigan and/or its employees are not responsible for the loss or theft of any property brought onsite for an event. We **DO NOT** store items, equipment, or rental supplies overnight.

The client or a designated representative must remain onsite until all vendors have left the premises.

DECORATIONS

Decorating is allowed at the facility, however, it must take place during the scheduled rental time. Nails, tacks, screws, wire or adhesive tape or anything that permanently alters the condition of the facility is prohibited.

Free-standing pipe must be used when draping fabric. Hanging things from the light fixtures or fire suppression system is prohibited.

SERVING ALCOHOL

All individual(s) and/or organization(s) must adhere to all Federal, State and Local laws relating to the use/serving of alcoholic beverages. **NO ONE UNDER THE AGE OF TWENTY-ONE (21) MAY CONSUME OR SERVE ALCOHOL BEVERAGES.**

Alcohol may be *SERVED* in the building for no additional charge or permits. When alcohol is offered as consideration (i.e. sold for a fee, a donation, included with admission, etc.) a liquor license must be obtained from the State of Michigan Liquor Control Commission (MLCC). Please contact MLCC directly for requirements.

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FOOD PREP AREA

The facility does not have a kitchen, however, there is an area that may be used to prep for food service. This area has a refrigerator, ice machine, microwave and sink that are available for use.

The area must be cleaned and returned to the same condition it was in prior to the rental. Cleaning should include the countertop, refrigerator, and sinks. *Do not* dispose of grease and/or food in any sink or toilet.

CLEANING

The client is responsible for the cleanup of the entire facility. Cleanup of the facility must be completed by the end of the **rental period**. The facility must be returned to its original condition. Failure to do so may result in loss of security deposit. Additional fees will be assessed if the facility staff must assist with cleaning.

All tables and chairs must be returned to the storage area/equipment room. All garbage must be pulled from trash cans, bagged properly, and taken to the curb in front of the building.

In most cases, it will take you as many hours to clean-up as it took to set-up the venue.

If cleaning exceeds the scheduled rental time, the security deposit may be forfeited and/or the client may be billed for additional fees. Please plan accordingly.

PHOTOGRAPHY

Photography is allowed at the rented facility during the time of the reservation. A Photography Permit is required to take photos at other locations on the park. Request for permits must be made in advance and are approved based on the availability at the time of the request. Please contact the Event Office at (313) 821-9851 for more details.

RECREATION PASSPORT POLICY

All visitors are required to adhere to the State of Michigan Recreation Passport Policy. State Recreation passports are needed on all vehicles to enter the park. The passport is \$12.00 (annually) for Michigan registered vehicles and \$9.00 (daily) or \$34.00 (annually) for non-Michigan vehicles. Commercial vehicles are \$17.00 (daily).

If not already purchased through the Secretary of State, Recreation Passports may be obtained at the park office during regular business hours or at the booth upon entering the park. Please visit our website for more details: www.michigan.gov/recreationpassport.

I HAVE READ AND UNDERSTAND THE INFORMATION LISTED ABOVE

CLIENT'S INITIALS _____

FORCE MAJEURE

The Parties shall not be liable for any failure of or delay in the performance of this agreement, when the failure or delay:

- 1) is beyond the reasonable control of the Parties,
- 2) materially affects the performance of the event,
- 3) could not reasonably have been foreseen or prevented,

but will not be excused for failure or delay resulting from actions or inactions of the Client.

CANCELLATION POLICY

Belle Isle Park has the right to cancel an event, up to 60 days prior to the event, for any reason. We also have the right to cancel an event if a client and/or any of the guests do not adhere to the Belle Isle Park rules and regulations.

Cancellations initiated by the client must be made in writing and should include a handwritten signature. Request to cancel must be submitted with a copy of the client's state issued ID to the event office. Refunds will be processed approximately 2 to 4 weeks after the written request is received.

Cancellations made **60** or more **days** prior to the scheduled event will be assessed a \$75.00 cancellation fee. All other fees paid will be refunded.

Cancellations made **less than 60 days** prior to the scheduled event will receive a refund of the security deposit only. All other fees paid are forfeited.

We will not transfer funds to another date or facility.

I understand, acknowledge, and agree to adhere to the terms, rules and guidelines set forth in this contract issued by Michigan Department of Natural Resources – PRD / Belle Isle Park.

Client Signature

Date

Event Staff Signature

Date