

# Melrose Township Park Gazebo

P.O. Box 189  
Walloon Lake, MI 49796  
231-535-2310

## Reservation forms are also located in the Melrose Township Hall Lobby

Resident Gazebo in the Park Rental: \$25

Nonresident Gazebo in the Park Rental: \$40

---

## Use of the Township Gazebo Policy and Procedures

1. To reserve use of the gazebo in the park in Melrose Township you should make a written request to the Township Clerk five days in advance and not more than 15 months in advance. Mail this form to P.O. Box 189, Walloon Lake, MI 49796 or use drop box in Hall lobby.
2. The Township must approve a scheduled time slot which does not interfere with other already approved functions
3. The person requesting the use of the gazebo in the park will be required to sign a copy of "Use of the Township Gazebo Policy and Procedures Form" prior to rental.
4. If a group, who has been given permission to use the gazebo on a monthly basis, at a scheduled day and time, is not going to use their time slot, they should contact the Clerk to cancel the event. Failure to cancel more than 48 hours in advance of scheduled date will result in use fee due.
5. Large groups/Special events require prior written approval of the Melrose Township Board in addition to the gazebo reservation request form.
6. Annual use of the facilities requires the forms to be completed with the requested dates each year. The Clerk will accept reservations up to 15 months in advance.
7. NO ALCHOLIC beverages are to be sold, served or consumed on the Township property.
8. Clean up is required at the end of the event.
9. The gazebo must be left in the same condition (or better) as it was found.
10. No animals are allowed in the Township Park, except animals to assist the handicapped.
11. The Township property cannot be used to conduct business for profit (for example-retail sales, services etc.)
12. A reservation/use fee will be due for the Gazebo in the Park at the time the request is confirmed.
13. Make checks payable to : **Melrose Township**

**INDEMNIFICATION AGREEMENT:**

The \_\_\_\_\_ (renter) agrees to defend, indemnify and hold harmless the Melrose Township from any claim, demand, suit, loss, cost of experience, or any damage which may be asserted, claimed or recovered against or from Melrose Township by reason of any damage to property, personal injury or bodily injury, including death, arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense if caused in whole or in part by the negligence of the \_\_\_\_\_ (renter), or by third parties, or by the agents, servants, employees or factors of any of them.

Facilities are available for use from 8:00am – 10:00pm

Activity: \_\_\_\_\_

Date: \_\_\_\_\_

Time of Event: \_\_\_\_\_

How many in the group \_\_\_\_\_

Name of Group \_\_\_\_\_

Authorized Person (Print) \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**I have read, understand and accept the above Terms and Policy for the Use of the Gazebo in the Park.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Driver License Number: \_\_\_\_\_

For office use:			
Date Received: _____	Processed by _____		
Method of Payment:	Cash _____	Check # _____	Amount \$ _____