



P: (248) 391-0304, ext. 3500/ E: parksrec@oriontownship.org

Camp Agawam Facility Use Application Form

Contact Person: _____ Organization (if applicable): _____

Address: _____ City: _____ Zip: _____

Phone: _____ Email Address: _____ Date of Birth: _____

Event Purpose: _____ Estimated Attendance: _____

Date(s) Requested: _____ Will you be using a large group tent? * Yes No

*Large group tents will require additional approvals – a minimum of 2 weeks' notice and an outdoor assembly permit required.

Facility Requested:

- Tent Site (check in 1:00 pm – check out 12 noon): Site #: _____
- Lodges (check in 1:00 pm – check out 12 noon): Alberici Lodge Birch Grove Lodge
- Pavilions (select one time block): ____AM (9am – 2 pm): ____PM (3pm – 8 pm) ____FULL DAY (9am – 8 pm)
 - East Pavilion Hitchcock Pavilion Morrison Pavilion Woodbadge Pavilion
- Other: Activity Field Fire Bowl Fort Pontiac Trails

AGREEMENT: The Undersigned Hereby Agrees to the Following:

- Payment of all applicable rental fees as outlined in the rental policy guidelines, including damage deposit (no damage deposit for Tent site & Pavilion rentals).
- Provide proof of liability insurance if required as indicated in the attached Insurance Requirements (see page two).
- No smoking within 50 feet of all structures; no illegal substances are permitted on Township property.
- Applicant is responsible for the conduct of participants and spectators. Profane language, boisterous or other objectionable behavior is not permitted.
- The applicant must abide by the policies of the Charter Township of Orion and the laws of the State of Michigan. Federal laws, Fire and Safety Codes will be enforced.
- Off-road motorized vehicles are not permitted without prior approval from the Parks & Recreation Department.

The undersigned hereby applies to the Charter Township of Orion for the use of above facilities and certifies the information is correct and furthermore agrees to abide by all ordinances, policies, and rules and regulations which may apply. The applicant shall indemnify and hold harmless the Charter Township of Orion, its elected and appointed officials, its employees and agents from and against any and all claims, demands, suits, actions, payments and judgments as a result of injury or death of any person or property damage to any property sustained by applicant or any other persons which arise from or in any manner grow out of any act or omission on or about said facility by applicant, its agents, guests or employees in the execution of this rental agreement including any and all expenses, legal or otherwise incurred by the Charter Township of Orion or its representatives in the defense of any site or claim. Such indemnity shall not include claims arising as a result of the sole negligence of the Charter Township of Orion, its elected and appointed officials, its employees and agents. *Photographs may be taken at certain Recreation Department activities and unless the department receives signed, written objections, photos may be reproduced for publication.*

DO NOT ATTEMPT TO USE FACILITIES WITHOUT TOWNSHIP APPROVAL/PERMIT

Applicant's Signature: _____ Date: _____

Other Information:

- | | | |
|--|------------------------------|-----------------------------|
| Is your event open to the public? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will there be live or amplified music? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you charging for admission on-site or off-site? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will you be selling concessions during the event? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you hiring a party vendor? (<i>caterer, DJ, entertainer, inflatable, etc.</i>) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will fundraising or product sales take place on-site? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will you be serving alcohol at your event? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Liability Insurance Requirements (if required):

- A. All commercial, non-profits and charitable groups, which include but are not limited to: moon walks, dunk tanks, tethered hot air balloon rides, tent rentals, etc., must provide evidence certifying insurance coverage in the amount of **\$1,000,000.00** combined single limit liability insurance policy naming "The Charter Township of Orion and including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers" as Additional Insured to said policy. The minimum coverage is a \$1,000,000.00 policy as directed by the Township's attorney.



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Camp Agawam Facility Rental Information

Camp Agawam facilities are available for rental use to everyone. Reservations will be issued in the order in which they are received.

****NOTE: All large party tents require pre-approval**Quiet Hours begin at 10:00 p.m.****

Cancellation and schedule changes by the applicant/permit holder: All cancellations and schedule changes are subject to a \$25 cancellation/ \$10 change fee. Changes and cancellation requests must be made in writing at least 14 days prior to the rental date to avoid further penalties. For any cancellations less than 14 days prior to the event or activity, the **entire** fee is forfeited, however, the damage deposit will be refunded.

Special Note of Payments: To comply with auditing practices, checks are deposited and credit cards are processed upon receipt. If a reservation cannot be accommodated, a refund will be issued. Checks returned for insufficient funds or credit cards declined are subject to cancellation of facility rental, unless immediate action (within 1 week of notification) is taken to correct the problem.

Property Notice: In order to do our part in helping to control the spread of disease to our trees and the trees in our communities, bringing firewood that is not wrapped, bundled, and labeled "Insect Free" onto our properties is prohibited. Firewood may be available – contact park staff. Please be conservative, and keep in mind that our staff has limited time for firewood production. Campfires are only permitted in designated fire rings and winds must be under 10 mph. All campfires must be attended and must be completely out before leaving the site.

Restrictions: Please refer to Orion Township Ordinance #132 (Parks and Recreation).

Parking: Parking is only permitted in the designated parking areas. No parking is allowed on the roads or next to the buildings due to fire safety.

Damage Deposits: Damage deposits may be required for all lodge rentals and other facilities. Minimum deposit is \$100 but may be higher due to nature and size of event. Damage deposits may be fully refundable following event should there be no damage and facilities are left in the same condition that they were found. Refunds are issued via check within the month following date of rental.

Cleaning/ Checkout Inspection: Rental group is responsible for the cleanliness of the rented facility throughout the duration of the rental period. The property and facilities will be clean and ready to use at the beginning of the designated rental period (e.g. paper towel, toilet paper, and soap dispensers stocked; trash cans lined; etc.). You are expected to clean up after your event and leave the property and facilities clean and ready to use for the next rental group. If the facility is left without cleaning, your damage deposit may be forfeited.

Vacating the Premises: On the checkout date indicated on the rental agreement, the rental group will vacate the premises by 12:00 PM unless otherwise pre-arranged with Orion Township. Failure to leave by the aforementioned time will result in additional fees and/or forfeit of your damage deposit.



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Camp Agawam Facility Rental Fees

Lodge Rentals						
Damage Deposit May Be Required						
Lodge	Fee per Night	Capacity	Water	Restrooms	Showers	Max Vehicles
Alberici Lodge	\$175	25	Yes	Yes	Yes	15
Birch Grove Lodge	\$175	24	Yes	Yes	Yes	10

Rustic Camping Tent Sites				
Damage Deposit NOT Required - Maximum 8 individuals per overnight campsite.				
Site Number	Fee per Night	Capacity (Tents)	Capacity (Vehicles)	Electricity
Site 1	\$25	5	Parking nearby	No
Site 2	\$20	5	Parking nearby	No
Site 3 - Chapel (includes picnic shelter)	\$30	8	5	No
Site 4	\$20	5	2	No
Site 5	\$20	3	2	No
Site 6	\$20	3	2	No
Site 7	\$20	8	5	No
Site 8 (electric)	\$30	6	Parking nearby	Yes
Site 9	\$20	3	Parking nearby	No
Site 10 (a,b,c,d) (Group site)	\$15 per subsite	40 total campers	Parking nearby	No
Site 10 (e)*	\$10	2	Parking nearby	No

*Site 10 is a non-reservable walk up site – contact the Parks & Recreation Department for more information.

Pavilion Rentals				
Damage Deposit May Be Required				
Pavilion	½ day am/pm	Full day	Electric	Notes
Hitchcock Pavilion	\$45	\$75	x	Adjacent to Kaboom Playground
Morrison Pavilion	\$45	\$75	x	
Woodbadge Pavilion	\$45	\$75	x	Adjacent to Target Range
East Pavilion	\$45	\$75		

Other Rentable Facilities				
Damage Deposit May Be Required				
Facility	Daily Rate	Capacity	Electric	Notes
Activity Field	\$50	N/A	No	Available for large event parking
Fire Bowl	\$25	200	Yes	Fire pit available; performance space
Fort Pontiac	\$40	40	No	Fire pit available

PER TOWNSHIP ORDINANCE, QUIET HOURS BEGIN AT 10:00 PM

SHOWER CODE - 1, 2, 3, 4