

PAVILION RENTAL POLICY

Final Draft

May 31, 2016

1. An application for park rental must be made at least 30 days prior to the requested date. This application CANNOT be submitted online. In order to submit for approval, please fax to 734-475-1811 or email lkaiser@city-chelsea.org
2. Park hours are set by resolution of City Council, generally dawn to dusk.
3. Only one request per application.
4. Cost is \$50 per rental Monday through Friday. \$100 Saturday, Sunday or Holidays
5. The entire rental fee must accompany application.
6. Application for the current year will be taken no earlier than the first business day of January of that year on a first-come, first-serve basis.
7. Applications are processed within seven days of receiving application. Renters are notified in writing of confirmation or denial. A copy of the contract and a receipt will be sent when the reservation is confirmed.
8. Additional charges for damages and/or improper clean-up will be the responsibility of the renting party.
9. **Cancellation Policy:** City of Chelsea reserves the right to cancel a rental at any time due to facility or park issues. A full refund will be issued in this situation. Cancellation by renter must be submitted seven days prior to rental date for a full refund (minus \$10 administration fee). Less than seven days notice will result in forfeiting ½ of rental fee. Less than 24 hours notification results in loss of all rental fees. **Refunds will not be issued in the event of inclement weather.**
10. All set up and take down will be the responsibility of the renters.
11. Alcoholic beverages are not allowed in the parks.
12. Park users must obey all park rules and regulations as well as all City codes and ordinances.
13. In case of emergency weather, the shelter will be available to other park users in order to ensure safety of all individuals in the park.
14. There are no telephones at the park pavilions.
15. When reserving a pavilion, please specify the hours using the pavilion. The pavilion is reserved for that time only. Other rental groups may have reserved the pavilion earlier/later in the day.
16. Use of tents, canopies, inflatable bouncers, and all rental equipment, is permitted in parks ONLY with prior permission from the City of Chelsea. Renters must file a Certificate of Liability naming the City of Chelsea as an additional and endorsed insured, for \$1,000,000 per occurrence of accident or injury. Insurance certificate must be submitted at least seven working days prior to the pavilion rental. If the insurance liability form is not received and accepted by the City of Chelsea, the City has the right to ask renters to remove the tent, canopy, inflatable bouncers, and all rental equipment immediately.