



**PRESQUE ISLE TOWNSHIP LIGHTHOUSE PARKS
EVENT RESERVATION FORM**



Reservation being made for: (name) _____
(first) (last)

Contact person (if different than above): _____

Address: _____

Home phone: _____ Cell phone/work phone: _____

Date of reservation: _____ Time: from _____ am pm to _____ am pm

Type of event: _____ Will alcohol be served? _____ Yes _____ No

Will there be any charge for attending the event? _____ Yes _____ No

Location requested: _____ Old Lighthouse _____ New Lighthouse _____ Garrity Hall
_____ Other (where?) _____

If at New Lighthouse, will the pavilion be used? _____ Yes _____ No

Number of people expected to attend: _____

RENTAL FEES

(check all that apply)

****For Township groups/organizations, rental rates are set by the Board of Trustees and are considered on a per use basis.** _____ (mark here if you are a Township group/organization subject to a negotiated rate)

Garraty Hall

Hall only (\$150.00 per day) _____
Hall w/ kitchen (\$200.00 per day) _____
Garraty Hall (\$50.00 refund if YOU clean up) _____

Lighthouse Park

(does not include access to Garraty Hall)
Old/New Lighthouse grounds only (\$200.00 per day) _____
New Lighthouse grounds w/ pavilion (\$250.00 per day) _____
Pavilion only (at New Lighthouse): (\$75.00 w/ tables) _____
(the pavilion can hold eight (8) picnic/banquet/round tables)
*Wedding ceremony on lighthouse grounds only
(up to 2 hours - no seating - less than 10 guests):
(\$25.00 per hour increments) _____

Additional options:

-arbor (\$25.00) _____
-chairs (80 max. @ \$2.00 per chair) _____ w/ set-up & removal (\$3.00 per chair) _____
-banquet tables (\$8.00 each) _____ w/ set up & removal (\$9.00 each)
-round tables (\$9.00 each) _____ w/ set up & removal (\$10.00 each)
-commercial tent on grounds (additional \$50.00 per day) _____ (tent not supplied by Township)

Total amount due to Township: \$ _____

RULES OF OPERATION

1. The Township will be responsible for maintaining a safe, clean, damage-free environment.
2. Contracted private events shall be staffed and monitored by individuals appointed by the Township to enforce all local, state and federal regulations. For example: With regard to alcohol use and noise (alcohol service requires security guards which are the responsibility of the reservation holder).
3. Private events shall conclude by the time indicated on the reservation form, or no later than 12 a.m. (if not otherwise stated) and Township appointed individual shall remain on duty until the conclusion of the event unless otherwise arranged.
4. The Parks are public facilities and will remain open to the public during scheduled operating hours even if a private event is being held.
5. No unauthorized fireworks or unauthorized open fires shall be allowed.
6. Parking is allowed in designated areas only. No overnight parking or camping.
7. Access to the towers is prohibited after regular operating ours. Any climbs during regular operating ours are under the control, responsibility, and discretion of the operating concessionaire.
8. An event for more than 75 persons requires an appropriate number of additional portable toilet(s). Access to restroom facilities in Garraty Hall are prohibited for events with more than 75 people attending.
9. Reservation holders will be responsible for making necessary arrangements for proper bathroom/toilet facilities and/or accommodations on the premises.
10. Any decorations not removed in their entirety following the event, or any damage caused by decorations will result in an additional charge or fine.

TERMS AND CONDITIONS

-There is a \$50.00 **non-refundable** commitment deposit required to confirm and guarantee the date of reservation. Once all terms have been met, the deposit will be deducted from the total rental fee. **A date will not be reserved until a deposit is received.**

-Payment of the rental fee and any additional associated costs must be received no later than 2:00 pm on the Thursday preceding the reservation date.

-A two (2) week cancellation notice is preferred

-"Per Day" is a maximum of a 24-hour period unless otherwise arranged

-Security guards must be present whenever alcohol is served. Proof of security arrangements must be presented no later than two weeks prior to the date of reservation. If this proof is not received, the charge will be added to the rental fee.

-For events with an admission fee and/or cash bar/alcohol, a liquor license and liability insurance must be obtained. Proof of each must be presented no later than two weeks prior to the date of reservation.

-Bathroom and/or toilet facility arrangements must be made a minimum of two weeks prior to the date of the event.

I have read, understand, and agree to follow the Rules of Operation and Terms and Conditions set forth by Presque Isle Township.

(name)

(date)

(name)

(date)

OFFICE USE ONLY

Date of deposit: _____ Check # _____ Entered on calendar _____

Date of payment: _____ Check # _____