

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

Reservation being made for: (Name) _____

Additional Contact Person: _____

Address: _____

Home phone: _____ Cell phone/work: _____

Date of reservation: _____ 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 ___ Foghorn Pavilion

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

Number of people attending: _____ (100 maximum)

RENTAL FEES
(Check all that apply)

***Rental rates for Township groups and organizations are set by the Board of Trustees and are considered on a per use basis.*

***Check here if you are a Township group/ organization that is subject to a negotiated rate.* _____

Garrity Hall (Hall only): \$125.00 per day + \$50 deposit (refundable if clean) _____

Foghorn Pavilion: \$200.00 (per reserve time) _____

New Lighthouse Park (Grounds only): \$400.00 (per reserve time) _____

New Lighthouse Park w/Foghorn Pavilion: \$550.00 (per reserve time) _____

Old Lighthouse Park (Grounds only): \$400.00 (per reserve time) _____

Range Light Park Pavilion: (Pavilion only): \$200 (per reserve time) _____

Additional Options

Chairs (ONLY available for rent at Old Lighthouse) \$2.00 per chair _____

Commercial tent on grounds (not provided by the PITWP) \$50.00 _____

Total Rental Fees _____

\$50.00 Non-refundable Save The Date Deposit: _____

\$150.00 Refundable Security Deposit: _____

Total Amount Due _____

RULES OF OPERATION

1. The Township will be responsible for maintaining a safe, clean, damage-free environment; renters are responsible for keeping the park the same way.
2. Contracted private events shall be staffed and monitored by individuals appointed by the Township to enforce all local, state and federal regulations. Note: It is the responsibility of the reservation holder to contact the Township event coordinator to set up security when alcohol is present at the event.
3. Private events shall conclude by the time indicated on the reservation form, or no later than 12 am (if not otherwise approved in writing) and a 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 is allowed.
7. Access to the towers is prohibited after regular operating hours. Any climbs during regular operating hours are under the control, responsibility, and discretion of the operating concessionaire.
8. An event for more than seventy-five people will require an appropriate number of portable toilet(s).
9. Reservation holders will be responsible for making necessary arrangements for proper bathroom/toilet facilities 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.
11. Any and all trash cans and/or bags used by renters must be emptied and disposed of properly. The dumpster located at the New Lighthouse may be used for this purpose only and only for events held at that location.

Trash may not be transferred from one park to the other.

TERMS/CONDITIONS

-There is a \$50.00 non-refundable commitment deposit required to confirm and guarantee the date of the 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.*

-There is a \$150.00 refundable security deposit required. This deposit must be received NO LATER than two (2) weeks prior to the date of the event and will be refunded within two (2) weeks following the conclusion of the event, granted all "Rules of Operations" have been followed and all "Terms and Conditions" have been met. Your security deposit is due on or before: _____

-Payment of the rental fee and any additional associated costs must be received no later than two weeks prior to the reservation date. Your rental fee is due on or before: _____

- A two (2) week cancellation notice is mandatory and due by: _____. If applicable, all monies will be returned except the \$50 non-refundable commitment deposit.

-Security guards are required (if alcohol will be present for the event). The Township event coordinator will schedule the security guard and the payment will be made from the security deposit of \$150.00. The remaining funds of the security deposit will then be returned to the renter, providing all terms have been met.

- 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 (2) weeks prior to the reservation date.

- Bathroom and/or toilet facility arrangements must be made a minimum of two (2) 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 # _____ Enter on Calendar _____

Date of Payment: _____ Check # _____