

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

Reservation being made for: \_\_\_\_\_

Additional contact person: \_\_\_\_\_

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

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

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 \_\_\_

Number of people attending: \_\_\_\_\_ (100 maximum)

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\*Memorial Day weekend, Labor Day weekend, and the Friday before July 4<sup>th</sup> through the Sunday after July 4<sup>th</sup> can't be reserved.

**RENTAL FEES**

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

Garrity Hall: (Hall only): \$125 per day + \$50 deposit \_\_\_\_\_

Foghorn Pavilion: \$200 per day \_\_\_\_\_

New Lighthouse Park Grounds: \$400 per day \_\_\_\_\_

New Lighthouse Park Grounds with Foghorn Pavilion: \$550 per day \_\_\_\_\_

Old Lighthouse Park Grounds: \$400 per day \_\_\_\_\_

Range Light Park Pavilion (Pavilion only): \$200 per day \_\_\_\_\_

Additional Options

Chairs (ONLY available for rent at Old Lighthouse): \$2 per chair (100 maximum) \_\_\_\_\_

Tent set up: \$50 \_\_\_\_\_

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Total Rental Fees: \_\_\_\_\_

\$50 Non-refundable Deposit: \_\_\_\_\_

\$200 Refundable Deposit: \_\_\_\_\_

Total Amount Due: \_\_\_\_\_

**RULES OF OPERATION**

1. The Township will be responsible for maintaining a safe, clean and 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 if alcohol will be present at the event.
3. Private events shall conclude by the time indicated on the reservation form or no later than 5pm (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 toilets. Reservation holders will be responsible for making necessary arrangements for proper bathroom accommodation on the premises.
9. Any decorations not removed in their entirety following the event or any damage caused by decorations will result in an additional charge or fine.
10. All trash cans and 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**

1. There is a \$50 non-refundable commitment deposit required to confirm and guarantee the date of the reservation. A date will not be reserved until a deposit is received.
2. There is a \$200 refundable security deposit required. 50% of the deposit and rental fees must be received no later than 6 months prior to the event. The remaining balance must be received no later than 30 days prior or the reservation will be cancelled.
3. A 30-day cancellation notice is mandatory. If applicable, all monies will be returned except the \$50 non-refundable commitment deposit. Cancellations less than 30 days from the event date are non-refundable.
4. Security guards are required if alcohol will be present for the event. The Township Event Coordinator will schedule the security and a \$150 payment will be taken from the deposit. The remaining funds of the security deposit will then be returned to the renter providing all terms have been met.
5. For events with an admission fee and/or cash bar with alcohol, a liquor license and liability insurance must be obtained. Proof of each must be presented no later than 30 days prior to the reservation date.
6. Bathroom and/or toilet facility arrangements must be made a minimum of 30 days 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)