



CITY OF OTSEGO TOP PAVILION RENTAL POLICY

The City of Otsego allows the use of the TOP Pavilion for private events such as weddings, birthday parties, family reunions, club or organization picnics, etc. Private use of the pavilion is subject to the following policies and rules. *The City of Otsego expressly reserves the right in its sole discretion to set additional conditions or cancel a private event for City purposes and a pavilion user agrees, as a term of its conditional use, to release and waive all claims of any kind (including claims for consequential damages), against the City, its officers or its employees arising out of the additional conditions placed on the user or the cancelation of the user's event.*

Pavilion Users: Please be advised that the TOP Pavilion is located within a public park and all other areas of the park are not reserved for said user and will remain open to the public during your rental of the pavilion.

Reservations: Reservations are on a first come, first serve basis. Only one event may be held at a given time.

Time Parameters: Reservations will be made for an entire day. Starting at 8 am and concluding at 10 pm. Any alterations from those parameters will need to be made and approved of at the time of reservation.

Rental Fees: All Deposits and Rental Fees must be paid before the application is accepted by cash, check or credit card.

- Non-City Residents - **\$250** (\$150 Registration Fee and \$100 Deposit)
- Otsego City Residents - **\$150** (\$50 Registration Fee and \$100 Deposit)
- 501C3 or C6 groups with provided W9 – **City Manager or his/her designee discretion**

Refunds: No reservation fee refunds will be provided unless the City cancels the rental as provided for in this Policy, in which case the City will provide a full refund of both the deposit and the reservation fees.

Restrictions: In accordance with the City of Otsego Code of Ordinances, the following is strictly prohibited at the TOP Pavilion:

- Alcohol
- Open Fires
- Fireworks
- “Roping off or otherwise limiting access to other sections of the public areas
- Nails, tacks, screws, or staples used on the pavilion
- Throwing or use of confetti, rice, spray-string, confetti cannons or other like materials and devices
- Decorations such as tents, trellises, pillars, large tables, torches or similar equipment unless requested in application and prior approval by the City Manager or his/her designee
- Electronic sound amplification equipment of any nature unless requested in application and prior approval by the City Manager or his/her designee who may set hours, placement of speakers and decibel levels

In addition, while seating for a private event cannot be set up prior to the rental time frame, attendees may bring their own tables and chairs.

Indemnity: Each user of the pavilion, as a part of its rental of the pavilion and as a condition to the right to use the pavilion, shall indemnify and hold harmless the City of Otsego, as well as its officials, agents, and employees from and against any and all claims, damages, causes of action or costs, of any kind or nature arising out of the rental or use of the pavilion as provided for in this policy, except as to claims caused by gross negligence of the City, its officers, agents, or employees. Nothing in this policy shall be interpreted or treated as a waiver or release by the City of any defenses or immunities to which it is otherwise entitled by law.

Clean Up/Damages: Please be respectful of City property and facilities. All users are required to clean up the pavilion as good as or better than when they found it. Users shall bag all trash, rubbish, and pet wastes resulting from their rental use shall be placed in trash receptacles. If receptacles are full or non-existent, the bagged refuse shall be hauled away by user.

City of Otsego TOP Pavilion Rental Fees

All rental fees must be paid at time application is accepted by cash, check or credit card

Non-Residents - **\$250** Total (\$100 Deposit and \$150 Reservation Fee)

Residents - **\$150** Total (\$100 Deposit and \$50 Reservation Fee)

501C3 or C6 groups with provided W9 – **City Manager or his/her designee discretion**

Application to Reserve and Use City of Otsego TOP Pavilion

Applicant/Organization Name: _____

Contact Person Name: _____

Address: _____
Street City State Zip

Contact Info: _____
Mobile Phone Home Phone Email Address

Event Information

Event Name: _____

Date(s) of Event: _____

Hours of Event: _____

Detailed Description of Event: _____

Describe any Sound or other Set-Up Equipment & Items Your Event Desires to Use: These may be subject to permission or conditions: _____

I have read, understand and will comply with and agree to be bound by the restrictions and conditions stated in the attached and incorporated City of Otsego TOP Pavilion Rental Policy including, without limitation, all indemnification provisions. _____ / *(Applicant's initials)*

I understand and agree that I am fully responsible for all activity conducted at the TOP Pavilion on the date stated. I agree to return the Site facility to an equivalent or better condition than when rented. _____ / *(Applicant's initials)*

I understand and agree that if the TOP Pavilion facility is used in a manner not permitted by the City of Otsego, is left in a condition requiring City resources to put back in order, or damaged during my rental period, then the City may ban me and my organization from using the facility, seek reimbursement from me and my organization to correct the site and repair damages, and subject me to other enforcement action as authorized by law. _____ / *(Applicant's initials)*

Applicant's Signature:

Signature Printed Name Date

City of Otsego Approval Date