



2019 SHELTER / TENT RESERVATION CONTRACT & WAIVER LIABILITY

Phone: 248.656.4673

Fax: 248.841.2576

Day/Date Reserved: _____

Date Reservation Called In: _____

Arrival Time: _____

Amount Due: _____ Due Date: _____

Number of People: _____

(reservation will be forfeited if not paid by due date)

Bloomer Park: 8 am to Dusk (Ph: 248.656.4753)

- _____ Stone Shelter (\$225)
- _____ Pine Grove Shelter (\$175) (near cricket field)
- _____ Hilltop Shelter (\$175) (secluded)
- _____ Bloomer Tent (\$100)
- _____ Event Fee (\$75)

Spencer Park: 10 am to Dusk (Ph: 248.656.4657)

- _____ Boathouse Shelter (\$200)
- _____ Blue Gill Tent (\$100) (near playground)
- _____ Perch Tent (\$100) (near beach house)

Name: _____

Group Name/Type of Group: _____

Street Address: _____

City, State, Zip Code: _____

Home Phone: _____ Work: _____ Cell: _____

E-mail Address: _____ Fax: _____

List Special Arrangements (i.e. caterer cooking on-site, inflated tube, walk-a-thon, race event, car count, etc.)

Park Ranger approval required and insurance certificate must be submitted 14 days prior to event date. See Page 2 for insurance requirements.

PAYMENT: Within 7 days of reservation being made by check, cash, American Express, Discover, MasterCard, Visa and debit MasterCard and Visa. **Credit/debit cards are charged a 2.8% convenience fee and accepted by phone or at the City Hall Parks Office only.** Shelter fees **DO NOT** include vehicle entry fees or watercraft rental fees. Vehicle registration determines residency at Spencer Park. **Cancellation Policy:** 100% refund if canceled 30 days or more prior to rental, 50% refund if canceled 15-30 days prior, no refunds if canceled within 14 days of rental.

Make checks payable to: City of Rochester Hills
Mail signed reservation form and payment to: Shelter Reservations
Parks & Natural Resources
1000 Rochester Hills Drive
Rochester Hills, MI 48309

RULES & REGULATIONS: (See park webpage at <http://www.rochesterhills.org/parkrules> for complete listing.) You are responsible for informing all persons in your party of these rules and regulations. Violations may result in eviction from the park and loss of future reservation privileges. **NOTE: Alcoholic beverages and amplified sound/music are prohibited. Smoking is prohibited at Spencer Park. No pets or flotation devices are allowed at Spencer Park. All shelter restrooms are open to the general public. Shelters & tents must be vacated one hour prior to the posted closing time. You must be at least 18 years old to rent a shelter or tent and sign this contract. Vehicles are prohibited from driving to shelters. INITIALS: _____**

WAIVER OF LIABILITY: The City of Rochester Hills assumes no responsibility for any damages, loss of property, injuries, and/or sicknesses incurred by me or any accompanying persons as a result of using this facility. I agree to defend, pay on behalf of, indemnify, and hold harmless the City of Rochester Hills, its elected and appointed officials, employees, volunteers, and others working on behalf of the City of Rochester Hills against any and all claims, demands, suits, or loss that may be connected in any way to the use of this facility.

Your signature affirms that you are the person named on this contract, that you have read this contract, and that you are at least 18 years old. You will receive a final copy for your records.

SIGNATURE: _____ **DATE:** _____

Special arrangements requiring insurance will not be allowed without your signature on Page 2.





2019 SHELTER / TENT RESERVATION CONTRACT & INSURANCE REQUIREMENTS

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The following requirements for ACORD® forms, insurance certificates or binding endorsements apply to activities such as, but not limited to:

- Caterers preparing food on site or staying during the event
 - Entertainers, providers of inflated rides, dunk tanks, etc.
 - Walk-a-thons or race events, etc.
1. An ACORD® form, certificate of insurance, or binding endorsement must indicate full liability coverage of **not less than \$1,000,000 per occurrence** and combined aggregate with the City of Rochester Hills named as also insured.
 2. The "Description of Operations/Locations" section **must include** the following:
 - **Additional Insureds:** the City of Rochester Hills, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities, and board members, including employees and volunteers thereof. This coverage shall be primary to the Additional Insureds, and not contributing with any other insurance or similar protection available to the Additional Insureds, whether other available coverage be primary, contributing, or excess.
 3. The "Certificate Holder" section **must contain** the following:
 - **City of Rochester Hills**
1000 Rochester Hills Dr.
Rochester Hills, MI 48309-3033
 - *Please include:* Event date, Shelter name and group name.
 4. The ACORD® form, certificate of insurance or binding endorsement **must be sent directly from the insurance company to:**
 - **City of Rochester Hills**
Parks & Natural Resources Department - Shelter Reservations
1000 Rochester Hills Drive
Rochester Hills, MI 48309 or emailed to: parks@rochesterhills.org
 5. Please provide the City's insurance requirements and the ACORD® example form to your vendor or insurance company, found at: www.rochesterhills.org/shelters.

Your signature affirms that you are the person named on this contract, and that you will comply with the insurance requirements.

SIGNATURE: _____ DATE: _____

For further questions, please contact the City of Rochester Hills, Parks & Natural Resources Department:

Phone: 248.656.4673
 Fax: 248.841.2576
 Email: parks@rochesterhills.org

FOR OFFICE USE ONLY		
Date Pymt Rcvd: _____	Amt: _____	Date Insurance Received: _____
Cash: _____	Check #: _____	Credit Card: _____
Date receipt emailed/mailed: _____	Clerk initials: _____	Confirmation #: _____
		Database record #: _____