



TEXAS TOWNSHIP
7110 West Q Avenue
Kalamazoo, Michigan 49009
P: 269.375.1591
F: 269.375.0791

PRIVATE EVENT RENTAL APPLICATION

For private events in a Texas Township Park

If you would like to rent one of the Texas Township Parks or Pavilions, please complete the application form below. Please note that your rental will not be secured until the following items are received and approved by the Township:

- 1. A completed and signed Private Event Rental application form
2. A completed site map detailing event activities*
3. A signed copy of the Texas Township Park Rules
4. All rental fees paid in full
5. A completed Hold Harmless Agreement
6. Liability insurance coverage, with Texas Township named additional insured, in the amount of no less than \$1,000,000*
* Required for gatherings of 75 people or more

- Gathering will be held in:
[] Texas Drive Park | 6603 Texas Drive
[] Texas Drive Park Pavilion | 6603 Texas Drive
[] Joyce I Neubauer Farmers Market Pavilion | 7110 West Q Avenue

EVENT INFORMATION

Date of Event: ___ / ___ / ___ Estimated Number in Attendance: ___
Event Starting Time: ___ Event Ending Time: ___
Setup Starting Time: ___ Teardown to End At (Anticipated): ___
Description of Event: _____

CONTACT INFORMATION

Contact Name: _____
Organization Name (if applicable): _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ E-mail: _____

For more information about Texas Township Parks & Trails, please visit our website at www.texastownship.org.

AMENITIES

The following items are included in your rental. Additional items may be available at an additional charge.

Facility	Capacity	Parking	Trash Receptacles	Tables	Other/Misc.
Joyce I Neubauer Farmers Market Pavilion	250	80 spaces	(5) Trash Receptacles + (1) Large Dumpster for Event Use Only*	(5) Picnic Tables (34) 8-foot Tables**	Electricity
Texas Drive Park Pavilion	48	145 spaces	(5) Trash Receptacles + (1) Large Dumpster for Event Use Only*	(6) Picnic Tables	Electricity
Texas Drive Park Concession Stand	10	145 spaces	N/A	N/A	Water & Electricity (1) Pop Cooler

* The Township reserves the right to deduct additional trash pickup needs from your security deposit

**Please note that you must rent your own chairs for seating if you intend to use the 8-foot tables at the Farmers' Market Pavilion

Please check the boxes below if your event will include any of the following. Separate approval is required:

- | | | |
|--|--|---|
| <input type="checkbox"/> Inflatable or dunk tank | <input type="checkbox"/> Canopy over 100 square feet in area | <input type="checkbox"/> Sound amplifying equipment |
| <input type="checkbox"/> Food/Catering | <input type="checkbox"/> Onsite Food Prep & Distribution | <input type="checkbox"/> Raffle/auction |

FEE SCHEDULE

Facility	Deposit	1.5 Hours	4 Hours	Daily Fee	Seasonal Fee
Joyce I Neubauer Farmers Market Pavilion	\$100	-	\$50	\$100	N/A
Texas Drive Park Pavilion	\$100	NO CHARGE FOR RENTAL; HOWEVER, RESERVATIONS ARE REQUIRED			
Texas Drive Park Concession Stand	\$100	\$15	\$40	\$80	N/A

Reservations must be made at least 60 days in advance of the event.

Cancellation Policy

To cancel your park reservation with a full refund, please notify the Township at least 7 days prior to the rental period.

I understand the park is a public facility and will remain open to the public during my gathering.

- I understand that this notification form does not imply exclusive use of any part of the park or park facility.
- I have read & agree to comply with the park rules on the reverse side.
- I will not provide food to the general public

On behalf of myself and my group or organization using the pavilion, I agree to release Texas Township from any and all responsibility for injuries or property damage whatsoever arising from participation in the above activities. I assume liability for any & all damage to the Park/Pavilion.

Signature _____ Date: _____

Staff Use Only:

Received by: _____ Date: _____ Amount Paid: _____ Check #: _____



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Township facilities are built & furnished with public funds of its taxpayers. Township officials, being aware they are custodians of taxpayers' property, have formulated the following rules for all park users. To ensure proper use, the facility is monitored through physical inspection and/or video surveillance.

PARK RULES

PARK HOURS

Dawn to Dusk, unless otherwise permitted by the Township

ALCOHOLIC BEVERAGES

Prohibited unless special permit is granted by the Township and the State of Michigan

SMOKING & TOBACCO

Using tobacco and e-cigarette products is prohibited in Township parks.

PETS

Pets are allowed except in playground areas. Pets must be restrained on a 6 foot or retractable leash. People in charge of or in control of pets on park property must clean-up and remove excrement deposited by a pet.

IT IS UNLAWFUL TO:

1. Destroy, deface, or damage park property.
2. Have fires except in permanent charcoal grills. Portable gas grills are allowed.
3. Hunt or trap in Township parks.
4. Peddle in park lands without a Township permit.
5. Litter or pollute any Township parks.
6. Cut or remove wood, plants, or flowers.
7. Play music or sound devices loud enough to disturb the peace and quiet of other people.
8. Drive or park motorized vehicles except in designated entry roads or parking areas.
9. Loiter in parking areas, restrooms, structures, buildings, or park shelters after being told to leave the area by a law enforcement officer or a Township employee.
10. Operate bicycles, scooters or similar non-motorized vehicles in parks except on entry roads, parking lots, designated bikeways or paved trails.
11. Engage in any activity involving hitting golf balls.
12. Leave vehicles unattended either overnight or in non-designated areas. Violators will be towed.
13. Fight or engage in violent and combative games.
14. Exhibit threatening, abusive, menacing, profane or indecent language or conduct under circumstances reasonably calculated to provoke a breach in the peace or provoke another to fight.
15. Post or exhibit advertising materials unless authorized by the Township.
16. Discharge fireworks or light and release sky lanterns.
17. Dump household, domestic or any other type of waste in the Township Receptacles or on Township property.
18. Violate any federal, state, or local laws anywhere, not just in Township parks.
19. Possess illegal weapons in Township parks.

**SHERIFF'S DEPUTIES OR TOWNSHIP EMPLOYEES MAY REQUEST
ANY PERSON TO LEAVE A PARK FACILITY FOR ANY CAUSE AT ANY TIME**

Signature: _____ Date: _____

For more information about Texas Township Parks & Trails, please visit our website at www.texastownship.org.

Revised March 2018