



### **CITY OF AUBURN HILLS HAWK WOODS LODGE RENTAL INFORMATION**

1. Renter shall be responsible for the protection of City of Auburn Hills property during the dates and times of this agreement, and shall exercise care to prevent damage to structures, lawns, trees, fences, walks, drives, roadways and other improvements in and adjacent to the areas covered in this agreement.
2. Renter shall maintain the City of Auburn Hills property and facilities in good condition, with reasonable wear expected. Any damage resulting from improper use by renter shall be repaired or replaced by the renter, at renter's own cost, without additional cost to the City.
3. Renter shall use the facility for the purposes stated herein and shall not assign any of its rights to any third-party without written consent from the City. The renter shall be present during the rental at all times.
4. Rentals for the upcoming calendar year are permitted beginning no more than one year prior to the event date.
5. All rentals shall include set up and take down time. If needed, an additional 2 hours of set-up time may be reserved for a \$50 Resident or \$75 Regular fee.
6. The Hawk Woods Lodge has several rooms and meeting spaces to meet the needs of your event:
  - a. Gathering Room – 28' x 30'
  - b. Entryway – 23' x 20'
  - c. Meeting Rooms (3) – 10' x 15.5'
  - d. Kitchen and Lounge – 42' x 20'
  - e. Patio – 68' x 20'
7. Full payment and \$250 refundable damage deposit is due at the time of reservation. Damage deposits will be returned after rentals within 30 working days unless there is damage to city property and/or improvements, or if the party exits late, in which case the damage deposit may be applied for the repair/replacement/staffing costs. If a renter or their activity causes damage, the renter will be responsible for full repair/replacement costs.
8. No refunds to renter due to rain or unfavorable weather. The City of Auburn Hills will make an effort to reschedule if the rental schedule allows, but rescheduling is not guaranteed.
9. Cancellation Policy: This agreement may be cancelled by either party in writing. Rentals will be subject to the following cancellation schedule:
  - a. 100% of rental fees paid, less \$10 cancellation fee, with a 1-month notice
  - b. 50% of rental fees paid, less \$10 cancellation fee with a 2-4 week notice
  - c. No refund with 2 weeks or less notice
  - d. Refunds will also include security deposit paid
10. Park Hours are 7:00 am – 5:00 pm or dusk, whichever is later. Rentals must conclude by dusk unless otherwise authorized by the city. Special event rentals will conclude no later than 11:00 PM, with all guests exiting from the building by 11:00 PM, including clean-up time.
11. The maximum occupancy of the lodge is 96. Capacity for events is approximately 48 seated at tables and 75 seated auditorium style.

12. Rentals provide “limited” exclusive use of the Hawk Woods Lodge only. The park shelter and camping accommodations are a separate rental. The remainder of the park is open for public use. Expect the general public to be walking/visiting the park during rental times.
13. Pets must be leashed and all other park ordinances apply. Pets are not allowed inside the Lodge unless they are guide dogs.
14. All supplies and equipment must be removed from premises prior to departure. Renter may not store belongings at the Lodge.
15. No glitter, rice, confetti or other tiny litter allowed indoors or outdoors.
16. Alteration and damage to the landscaping is prohibited. This includes harvesting any part of a plant, shrub, or tree. This also includes prohibition of vehicles on the lawn, any activities that may be destructive to the lawn such as horseshoes, waterslides, bounce houses, etc. Staking anything into the ground is not permitted.
17. Use of the water spigot is not allowed without prior approval from the City.
18. Any misrepresentation as to the nature of the event, the number of attendees expected, contact or payment information, or any other falsification of permit documents will result in the immediate cancellation of the event and forfeiture of all fees paid, and may also result in denial of future rental requests and/or legal action.
19. The Recreation Director reserves the right to refuse any group, person and/or other entity, the privilege of using the Hawk Woods Lodge and other parks and recreation facilities due to abuse of the policies of the facility or the City or any other reason at the Recreation Director’s sole discretion. In addition, any group, person and/or other entity charged with an occurrence of abuse may be barred from making any further reservations and any future reservations may be cancelled in the sole discretion of the City.
20. Advertising/announcements shall not be made public prior to approval of the “Rental Agreement” by the Department of Parks and Recreation. Advertising or announcements, including all marketing materials and collateral and/or related items, must be pre-approved by the Recreation Department. Renter must receive prior approval to hang any banner or signage at the Lodge or any other City property.
21. There shall be no modification of city facilities and improvements, including electrical. Modifying the City’s electrical panels will result in a fine. Renter is responsible for any and all necessary repairs to the Lodge electrical panels as a result of Renter’s modification. Standard residential electrical service available – two 110 volt, 20 amp circuits available.
22. Vehicles are not permitted off of public parking lot surfaces. Loading and Unloading can happen from the drive in front of the Lodge. Vehicles should return to a public parking area after loading and unloading.
23. Use of the Lodge is available for private parties, meetings, reunions, seminars, banquets, wedding ceremonies, wedding receptions, graduation open houses, and other events deemed appropriate by the City of Auburn Hills.
  - Activities at the Lodge shall not include content that might be interpreted as: Condoning or soliciting unlawful conduct, defamatory, that are abusive, containing offensive sexual conduct and/or content or inciting violence.
  - City noise ordinance applies to all amplified sound.
  - Helium balloons, flowers, and other free standing or non-damaging decorations are permitted. No tape, adhesives, tacks, staples, or other damaging types of fasteners may be used on the walls – indoor or outdoor. Staking in ground is prohibited.
  - Dry ice, candles, lanterns, pyrotechnics or anything involving fire or open flames are prohibited.
  - Charging admission or selling tickets to an event is prohibited.
  - Fundraising, including “passing the hat” is prohibited.
24. No fireworks, including sparklers, are permitted.

25. Beer, wine, and champagne are allowed with an approved Alcoholic Beverage Permit, available at the time of reservation. Kegs are not allowed. Glass is not allowed other than multi-serving containers such as wine bottles or growlers, at which time individual servings must be poured into a non-glass single serving. All City ordinances and laws apply to serving alcoholic beverages. Absolutely no underage drinking allowed. The Alcoholic Beverage Permit is subject to immediate revocation and must be presented upon request by any police officer or park personnel.
26. Catering or self-prepared food is permitted. Electric is available, sterno type heat is permissible.
27. Do not burn anything in the fireplace other than the gas provided.
28. Presentation monitors and wireless internet connection is available. Wireless speed is 100/15 Mbps. There is no wired connection.
29. You may use the kitchen including the refrigerator, freezer, sink, prep and counter space, stove, and microwave. Please clean all appliances, cookware, counters, etc. before leaving your event. Please use only the solution provided on the granite counters.
30. Rental includes use of the fire pit. Do not leave your fire unattended. A fire box is available to use in the case of an emergency, which includes a fire extinguisher, a blanket, and a shovel. Firewood will be provided with your rental. In the case of a fire emergency, please call 9-1-1.
31. On-site grilling is permitted as part of food service at a picnic/reception. All grills must be kept on hard surfaces and must not block access on trails and walk ways. They must remain a safe distance from overhangs. Food trucks are allowed in the area as long as people are not being charged for the food – they must be catering food trucks provided by the renter. Food trucks must comply with the parking requirements set forth in section 21 herein. The renter must supply:
  - a. The fire suppression plans and maintenance logs of any food service companies or food trucks.
  - b. A copy of the food service license for any contracted food service companies or food trucks.
32. Renter shall be responsible for cleaning and maintaining the Lodge and outdoor areas by picking up and properly disposing of trash after use.
33. If required by the City, at the City's sole discretion, the renter shall provide the City with a certificate of insurance indicating coverage for general liability insurance and the **City of Auburn Hills** shall be named as an additional insured on the policy for 1M liability and/or other liability coverage amounts as required by the City at the City's sole discretion. The policy must be received by the City **no later than two weeks** prior to the scheduled event or reservation will be cancelled.
34. If required by the City, the renter agrees to reimburse the City for its direct costs incurred as a result of the activity/event. Such costs shall include the direct cost to pay police officers or other necessary staff (to be determined by the City), for security, monitoring, traffic, parking, or crowd control. It is acknowledged that the City is the sole judge of the number of staff which may be required to be on duty for the activity/event.
35. Renter is responsible for providing responsible individuals to supervise all renter activities/events to ensure compliance with the City of Auburn Hills Park ordinances and all other City ordinances. Renter has responsibility to maintain control over the conduct of participants and spectators while using facilities and must be a good neighbor to adjacent facilities/parking lots/neighborhoods by leaving them free of debris following activities, and **not blocking** parking lots, sidewalks, or roadways **at any time**.
36. There is **no parking** allowed on Bald Mountain Road. This area must remain clear to allow emergency vehicles to access the park if needed. Parking is allowed in the public lot only. The Hawk Woods Parking lot will accommodate 43 vehicles. Please consider asking your guests to share a ride.
37. In the event of inclement weather, the Director has the final authority on whether facilities are usable. If a scheduled event is canceled due to weather, field or other conditions, the renter may attempt to reschedule (based on availability).