



CAMP AGAWAM FACILITY RENTAL FORM

Camp Agawam facilities are available for rental use to everyone. Facilities must be reserved and paid for at least (2) weeks in advance, but can be reserved up to six (6) months in advance. Reservations will be issued in the order in which they are received.

Follow these steps to rent a campsite/ facility:

1. Mail, fax or drop off your completed Camp Agawam Facility Rental Form with full payment to the Orion Center (1335 Joslyn Road, Lake Orion, MI 48360). Reservations will not be processed without payment.
2. Upon processing of your reservation, you will receive a confirmation packet. If the requested campsite/ facility is not available, you will receive a notice allowing you an opportunity to select a different facility or date, if available.

Special Note of Payments

To comply with auditing practices, checks are deposited and credit cards are processed upon receipt. If a reservation cannot be accommodated, a refund will be issued. Checks returned for insufficient funds or credit cards declined are subject to cancellation of facility rental, unless immediate action (within 1 week of notification) is taken to correct the problem.

Property Notice

In order to do our part in helping to control the spread of disease to our trees and the trees in our communities, bringing firewood that is not wrapped, bundled, and labeled "Insect Free" onto our properties is prohibited. All of our sites have firewood available for your use. Please be conservative, and keep in mind that our staff has limited time for firewood production. Campfires are only permitted in designated fire rings and winds must be under 10 mph. All camp fires must not be unattended and must be completely out before leaving the site.

Restrictions

Please refer to Orion Township Ordinance #132 (Parks and Recreation)

Parking

Parking is only permitted in the designated parking areas. No parking is allowed on the roads or next to the buildings due to fire safety.

Cleaning/ Checkout Inspection

Rental group is responsible for the cleanliness of the rented facility throughout the duration of the rental period. The property and facilities will be clean and ready to use at the beginning of the designated rental period (e.g. paper towel, toilet paper, and soap dispensers stocked; trash cans lined; etc.). You are expected to clean up after your event and leave the property and facilities clean and ready to use for the next rental group. If the facility is left without cleaning, your security deposit may be forfeited.

Vacating the Premises

On the checkout date indicated on the rental agreement, the rental group will vacate the premises by 12:00 PM unless otherwise pre-arranged with Orion Township. Failure to leave by the aforementioned time will result in additional fees and/or forfeit of your security deposit.



CAMP AGAWAM Facility Rental Form

Contact Person: _____ Organization (if applicable): _____

Address: _____ City: _____ Zip: _____

Day Phone: _____ Evening Phone: _____ Fax: _____

Cell Phone _____ Email Address: _____

Event Purpose: _____ Estimated Attendance: _____

Type of Use: Private Rental Camping Other:

Duration of Use: One Time Only Weekly Weekend M Tu W Th F Sa Su

Date(s) Requested: _____

Time(s) Requested: _____

Please be sure to include set-up and clean-up in your rental request.

Facility Requested at **Tent Site Rentals:** Site name: _____

Facility Requested at **Rental Sites:** Alberici Lodge Birch Grove Lodge Woodbadge Pavilion Trails
 Activity Field East Pavilion Hitchcock Pavilion Morrison Pavilion
 Fire Bowl

AGREEMENT: The Undersigned Hereby Agrees to the Following:

- Payment of all applicable rental fees as outlined in the rental policy guidelines, including but not limited, to \$200 damage deposit (no damage deposit for Tent site rentals) and \$15 application fee.
- Provide proof of liability insurance as required in the attached Insurance Requirements (see page two).
- Some facilities are winterized from October 2 – April 30
- No smoking, alcoholic beverages or illegal substances are permitted on Township property.
- Applicant is responsible for the conduct of participants and spectators. Profane language, boisterous behavior, or other objectionable demeanor is not permitted.
- The applicant must abide by the policies of the Charter Township of Orion and the laws of the State of Michigan. Federal Law, Fire and Safety Codes will be enforced. **Complete Policy Received _____ (initial)**

The undersigned hereby applies to the Charter Township of Orion for the use of above facilities and certifies the information is correct and furthermore agrees to abide by all ordinances, policies, and rules and regulations which may apply. The applicant shall indemnify and hold harmless the Charter Township of Orion, its elected and appointed officials, its employees and agents from and against any and all claims, demands, suits, actions, payments and judgments as a result of injury or death of any person or property damage to any property sustained by applicant or any other persons which arise from or in any manner grow out of any act or omission on or about said facility by applicant, its agents, guests or employees in the execution of this rental agreement including any and all expenses, legal or otherwise incurred by the Charter Township of Orion or its representatives in the defense of any site or claim. Such indemnity shall not include claims arising as a result of the sole negligence of the Charter Township of Orion, its elected and appointed officials, its employees and agents. *Photographs may be taken at certain Recreation Department activities and unless the department receives signed, written objections, photos may be reproduced for publication.*

DO NOT ATTEMPT TO USE FACILITIES WITHOUT TOWNSHIP APPROVAL/PERMIT

Applicant's Signature: _____

Date: _____

Applicant/Organization Name: _____

Other Information:

- Is your event open to the public? Yes No
- Will you be serving food and/or beverages? Yes No
- Will there be children attending the event? Yes No
- Will there be live or amplified music? Yes No
- Are you charging for admission on-site or off-site? Yes No
- Will you be selling concessions during the event? Yes No
- Are you hiring a party vendor? (*caterer, DJ, entertainer, inflatable, etc.*) Yes No
- Will fundraising or product sales take place on-site? Yes No

Liability Insurance Requirements

A. All commercial, non-profits and charitable groups, which include but are not limited to; moon walks, dunk tanks, tethered hot air balloon rides, tent rentals, etc., must provide evidence certifying insurance coverage in the amount of **\$1,000,000.00** combined single limit liability insurance policy naming “The Charter Township of Orion and including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers” as Additional Insured to said policy. The minimum coverage is a \$1,000,000.00 policy as directed by the Township’s attorney.

A copy of your policy must accompany your completed rental agreement.

Department Staff Use Only

Date: _____ Time: _____

Employee Completing Application: _____

Rental Check List:

- Permit # _____
- Copy of Insurance
 - Completed Application
 - Facility Set-up Form(s)
 - Special Requests _____
- Form of Payment: Cash Check # _____ Money Order

Assessed Fees:

- Application Fee \$ 15.00
- \$100 Damage/Security Deposit \$ 1 00.00
- Rental Fee \$ _____
- \$ _____
- \$ _____
- \$ _____
- \$ _____
- TOTAL DUE** \$ _____

Damage/Security Deposit:

Refund Request Date: _____
Assessment of Damages: _____
Total Refund: _____
Check Number: _____
Date Mailed: _____

CAMP AGAWAM FACILITY RENTAL FEES

Cabin Rentals

Cabin	Capacity	Total fee	Inside water	Inside bathrooms	Showers	Maximum Vehicles
Alberici Lodge	25	\$175.00	X	X	X	15
Birch Grove	24	\$175.00	X	X	X	10

**1 day rental*

Tent Site Rentals

Tent Site	Fee	Water (May 1- October 1)
South Hill (picnic shelter)	\$30.00	X
Apache	\$20.00	X
Cherokee	\$20.00	X
Outpost	\$20.00	X
Pines	\$20.00	X
Pine Grove	\$20.00	X
Chippewa	\$20.00	X
Picnic Area	\$25.00	
Fort Pontiac	\$40.00	X

**1 day rental*

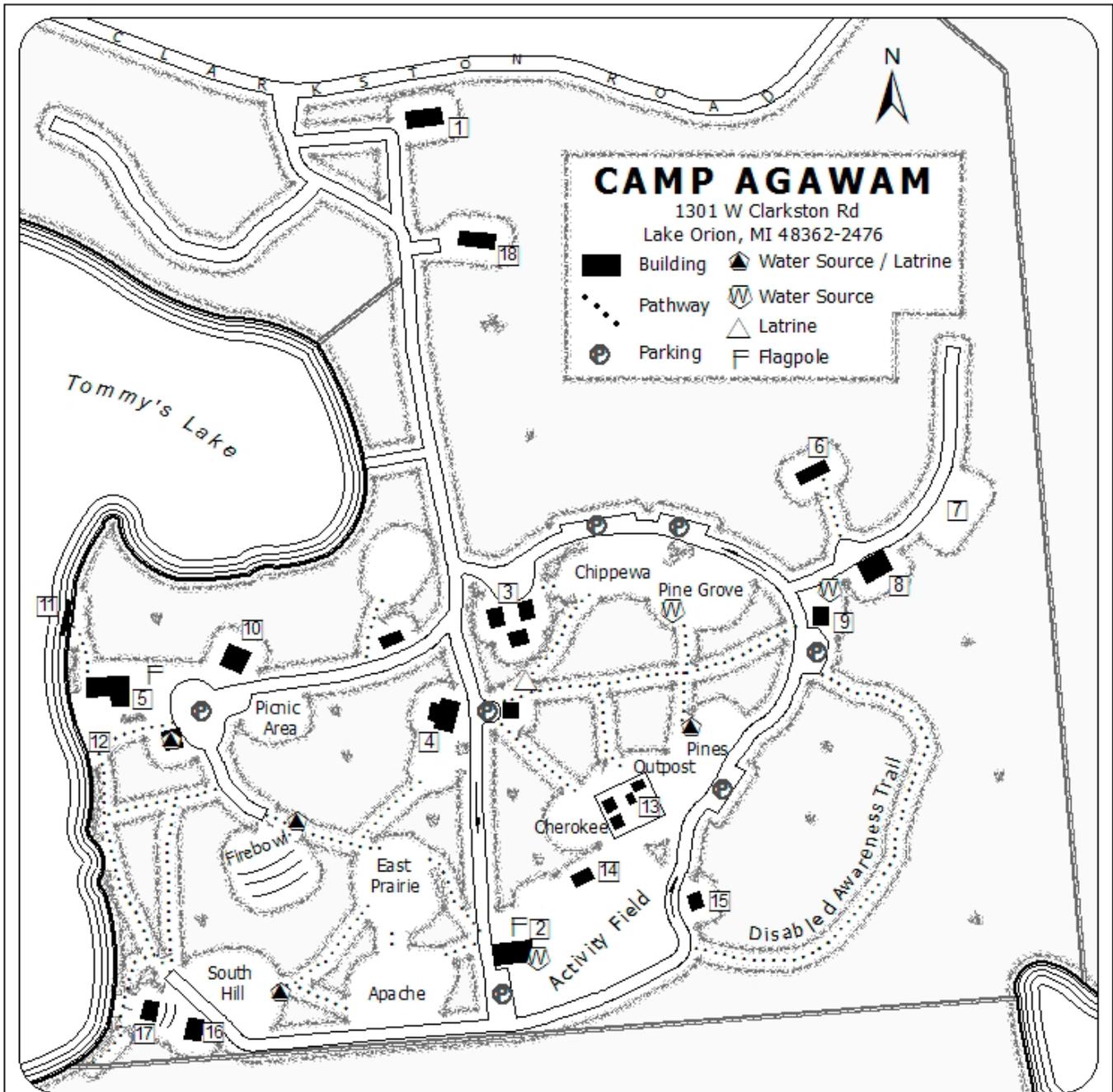
Miscellaneous Rentals

Area	Fee	Notes
Activity Field	\$50.00	
East Pavilion	\$50.00	
Hitchcock Pavilion	\$50.00	
Morrison Pavilion	\$50.00	
Woodbadge Pavilion	\$50.00	
Fire Bowl	\$25.00	

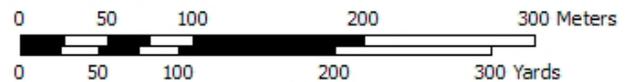
**1 day rental*

Additional Fees

\$15 Application fee
\$10 Cancellation fee
\$10 Change fee
\$100 Security Deposit <i>*does not apply to tent sites</i>



Buildings and Sites



- | | | |
|----------------------|---------------------------|-----------------------|
| 1 Camp Ranger Office | 7 Archery Field | 13 Fort Pontiac |
| 2 Alberici Lodge | 8 Wood Badge Pavillion | 14 Morrison Shelter |
| 3 OA Square | 9 East Shelter | 15 Hitchcock Shelter |
| 4 Birch Grove | 10 Old Camp Ranger Office | 16 South Hill Shelter |
| 5 Peterson Lodge | 11 Fishing Dock | 17 Chapel |
| 6 B.B. Gun Range | 12 Waterfront | 18 Workshop |

