# Pavilion Rental Agreement

**Office:** 407 West Harrie Street, Newberry, MI 49868
Phone: (906) 293-2999 | Email: lucecountyparksandrec@gmail.com

**1. Renter Information**

- **Name / Organization:** _____
- **Phone Number:** _____
- **Email Address:** _____
- **Mailing Address:** _____

**2. Event Details**

- **Date of Event:** _____
- **Time of Event (including setup/cleanup):** From _____ AM/PM to _____ AM/PM
- **Type of Event (e.g., family reunion, birthday):** _____
- **Estimated Number of Guests:** _____

**3. Fees & Payment**

- **Pavilion Rental Fee:** $75.00
- **Total Amount Paid:** $_____
- **Payment Method / Date:** _____

**4. Terms and Conditions**

1. **Reservation & Approval:** Reservations must be booked and approved in advance through the Luce County Parks and Recreation office OR made directly at the Luce County Park & Campground office. The $75 pavilion fee must be paid to secure the reservation.
2. **Park Rules & Hours:** Renters must abide by all Luce County Park rules, quiet hours, and vehicle regulations.
3. **Not Allowed:** Staples, tacks, tape, water balloons, sill sting, confetti.
4. **Clean-Up & Trash:** The renter is responsible for cleaning up all trash, decor, and personal items immediately following the event. Trash must be placed in designated receptacles. If the grills were used, please clean out and place in labeled bin.

5. **Property Damage:** The renter assumes full financial responsibility for any damage to park property, structures, or grounds caused by the renter or their guests during the rental window.
6. **Cancellation / Weather:** Full refund if canceled at least 14 days prior to the reservation. There will be a $20 fee if canceled inside the 14-day window, with a refund of $55. Weather related cancellations with be refunded with a new reservation date.
7. **Liability:** Luce County Parks and Recreation and Luce County are not responsible for any injury, accident, loss, or theft of personal property occurring during the reservation.

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**5. Signatures**

By signing below, the renter acknowledges they have read, understood, and agreed to the rules and policies set forth by Luce County Parks and Recreation.

**Renter Signature: _____ Date: _____**

**Authorized County Representative: _____ Date: _____**