

Village Park Pavilion Rental Application

109 S. Hall St.
P.O. Box 374
Farwell, MI 48622
Phone: 989.588.9926
Fax: 989.588.4352



Rental Fees:

1. Resident (Inside Village Limits) - \$25.00 non-refundable fee
2. Non-Resident (Outside Village Limits) - \$35.00 non-refundable fee

This permit grants the following named team or group the use of the pavilion in the Village of Farwell at the stated date and time. (In the event a regular Village of Farwell event is scheduled at the same time, the Village event will take precedence) No refund or rain checks will be issued. In the event this group or team decides not to use the above facility on the above date, they are urged to call 989-588-9926 to inform the Treasurer/Clerks office.

Contact Person

Contact Phone

Address

City

State

Zip

Reason for Request

Number of People in Attendance

Yes / No

Date of use

Time Start

Time End

Resident

RELEASE AND HOLD HARMLESS AGREEMENT: *It is agreed by the organization using the facilities that they will be responsible for any damage to property. It is further agreed that the signing party will hold the Village of Farwell harmless for any damage or injury that the signing organization might incur during its use and occupation of the Village pavilion. It is further agreed that any damage to the Village pavilion or bathroom facilities would be an additional charge to the rental fee.*

Signature

Date

Office Use Only:

Resident: _____ Amount: _____ Cash: _____ Check #: _____ Card: _____

Signature of Staff Issuing Agreement

Date

Village Park Pavilion Rental Agreement



Rules and General Information:

1. The Village of Farwell Park is open from May 1 – November 1. The park may be winterized earlier depending on frost.
2. Permits are recommended for any ceremony or event.
3. Permits only assures use of the specified area of the park and not exclusive use of the park.
4. Picnic tables may be moved to accommodate for an event but must be put back before leaving.
5. The pavilion rental permit should be carried with the permit holder at all times during the event.
6. The Village office will provide a “reserved” sign for the event. Contact person may pick up the sign on Friday before the event.
7. The contact person is responsible for placing the reserved sign on the pavilion the morning of the event.
8. The pavilion must be cleaned up of all garbage and debris deposited during the usage of the facility.
9. No confetti decoration or silly string is allowed in the parks. These are a danger to local wildlife and is very difficult to dispose of.
10. No alcoholic beverages allowed in the park.
11. The pavilion may not be reserved before January 1 of each year.
12. All bathroom buildings must be locked and secured at the end of the event.
13. Failure to follow these rules and guidelines may result in additional charges being assessed to the agreeing party and/or being banned from future rental of Village facilities.

Key Policy

Generally, the Village of Farwell is closed most evenings and weekends, therefore the renting party’s representative will be granted a key to access the bathroom facilities in the Village Park. To obtain the key, the renting party must contact the Village within 24 hours of the date of rental for the code, Monday – Friday 7:30am – 4:00pm at 989-588-9926. Codes will not be given to parties more than 72 hours in advance. Renting parties are not to lend any other persons or parties the key. Upon locking and securing the building at all entrance locations, the key must be returned via an envelope in the drop box located at the Village Office, located at 109 South Hall Street. The envelope will be provided by the Village. The renting party is not allowed to make copies of any keys issued by the Village. The key must not be placed back into the lockbox. The renting party will assume all responsibility for lost, stolen, or damaged keys. In the event that the key is not returned immediately in the drop box, the renting party will be held responsible for all costs associated with rekeying.