

ORANGEVILLE TOWNSHIP PARK STAGE POLICY

Purpose: The purpose of this policy is to establish the rules and regulations for use of the stage and surrounding area located in the Orangeville Township Park ("Park"). The intended use of the stage is to provide a platform for events held in the Park. The Township Park Committee ("Committee") may modify or establish additional rules with the approval of the Orangeville Township Board ("Board") or Township Board Representative ("Representative"). For purposes of this policy, the Representative shall be the Township Clerk.

Registration: All persons or organizations desiring to use the Park stage shall be required to reserve the stage in advance of their event by reviewing this policy and providing information on the event detailed below, and returning this form to the Township Representative. Reservations are not confirmed until the completed form and security deposit is accepted by the Township.

Event Organizer: Any person or organization desiring to use the Park stage shall be required to provide the name and contact information for an Event Organizer. This person shall receive all communications from the Township, and must be present on-site for the entire duration of the event.

Security Deposit: A security deposit of \$100 shall be required to reserve the park stage. This security deposit shall be used to defray any damage, cleanup, or trash removal that is required following the event. In the event that damages, cleanup, or trash removal exceeds the security deposit amount, it will be the responsibility of the event organizer to pay for those charges. If no damage, cleanup, or trash removal is required, the Township shall return the security deposit to the event organizer.

Event Fees: No fees may be charged to attend events hosted at the park stage. However, the organization may accept voluntary donations at the event.

Food: Food vendors are permitted at events subject to approval by the Township Board or the Township Representative. All vendors must be licensed and meet permitting requirements set by the Barry Eaton District Health Department.

Alcohol and Drugs: The sale or provision of any alcoholic beverages or illicit drugs is strictly prohibited on Township property.

Public Access: The Township Park shall remain open to the general public for all events.

Noise: All events must comply with the Orangeville Township Anti-Noise Ordinance.

Trash Removal: The event organizer shall be responsible for collecting and disposing of all trash and other waste generated by their event. Trash shall not be disposed of in Township-owned dumpsters unless specifically authorized by the Township Board or Representative. Failure to remove all trash or waste will result in forfeiture of the security deposit.

Parking: Attendees are permitted to park in the Township Hall parking lot and the parking area southeast of the hall for the duration of the event. If the event is anticipated to require a greater number of parking spaces, the event organizer may request use of the field to the north of the Veteran's Memorial. Use of the field overflow area shall require traffic control, including either public safety officers or individuals with high-visibility safety vests directing traffic for the duration of the event.

Pets and Animals: For the safety of attendees and the public, pets and other animals shall not be permitted as part of the use of the stage area. This provision does not apply to leashed service animals.

Signage: For the duration of the event, the event organizer is permitted to place signs at the entrance to the Township Park and in the park stage area. Signs must not block paths, obstruct traffic sightlines, or be designed or constructed in a manner that poses a safety risk to attendees or the public. All signage must be removed at the conclusion of the event.

Restroom Access: Attendees are permitted to use the Park's public port-a-potty for the duration of the event. Use of the Community Center restrooms requires rental of the Community Center and the standard rental fee, deposit, and rental agreement for that facility.

Deviation from Rules: No deviation from these rules is permitted unless approved in writing by the Township Board or its Representative. The Board or its Representative may authorize deviation from these rules where, because of the specific nature of the event or organization, strict compliance with the rules would be unduly burdensome or not in the public interest. Authorized deviations shall be granted on a case-by-case basis, and permission granted to one person or organization shall not constitute blanket authorization of that deviation.

Additional Requirements: If the specific nature of the event or organization requires additional rules and regulations to ensure the safety of attendees and the preservation of Township property, the Township Board or its Representative may dictate such additional rules or regulations in writing prior to approval.

EVENT RESERVATION FORM

Title & Date of Event	
Host Organization or Individual	
Event Organizer Full Name	
Event Organizer Phone Number	
Will Certificate of Liability be provided upon requirement?	
Proposed Time of Event (incl. set-up and takedown)	
Estimated number of attendees	
Will you be accepting voluntary donations on-site?	
Will food be served? If yes, by whom? Licensed/Permitted?	
Will you need overflow parking? If yes, describe traffic control measures	
Will you be placing signage? If so, describe locations	

By signing below, I attest that I have read the Orangeville Township Park Stage Policy in its entirety and understand its provisions. I understand that my reservation is not confirmed until this form and a \$100 security deposit is accepted by the Township. I further understand that my security deposit will not be returned to me and that other charges may be imposed if there is any damage to Township property, garbage cleanup, or other issues with my event.

SIGNATURE OF EVENT ORGANIZER: _____ Date: _____

FOR TOWNSHIP USE ONLY:

- ☐ Form complete
☐ Security Deposit received

ACCEPTED BY: _____