

**VILLAGE OF MANCELONA**

**120 West State St  
PO Box 648  
Mancelona, MI 49659  
(231) 587-8331**

**PALMER PARK PAVILION RENTAL AGREEMENT**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_ TYPE OF EVENT: \_\_\_\_\_ # OF GUESTS: \_\_\_\_\_

Someone, other than myself, is pick up the key: YES \_\_\_\_\_ NO \_\_\_\_\_

Name and contact information: \_\_\_\_\_

**A SPECIAL PERMIT AND INSURANCE WAIVER IS REQUIRED 45 DAYS PRIOR TO YOUR EVENT IF YOU WISH TO CONSUME BEER AND/OR WINE.**

**ARE YOU INTERESTED IN THIS TYPE OF PERMIT? YES \_\_\_\_\_ NO \_\_\_\_\_**

All rentals apply only to the date listed above; setup time on the prior day is not included. Tables, chairs, kitchen utilities, and cleaning supplies are provided.

By signing this document, I acknowledge that I am responsible for the group activity. I also agree to clean the Pavilion on the same day as the event. Deposit may be withheld if cleaning standards are not met.

Additionally, I understand that I must return the key on the next business day. Failure to do so will result in the forfeiture of my deposit. Return Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

***For Village Use Only***

Deposit Paid (\$25.00)      Date: \_\_\_\_\_      Rct# \_\_\_\_\_      Rec'd By: \_\_\_\_\_  
Rental Fee Paid (\$125.00)      Date: \_\_\_\_\_      Rct# \_\_\_\_\_      Rec'd By: \_\_\_\_\_

KEY and DEPOSIT Returned on Date: \_\_\_\_\_ Rec'd By: \_\_\_\_\_