

**Charter Township of Oakland**

Return To: **Parks and Recreation Commission (PRC), 4393 Collins Road, Rochester, MI 48306**

**Application for Temporary Permit**

Name of Park \_\_\_\_\_

Date Application Received \_\_\_\_\_ Permit No. \_\_\_\_\_

Note: *Separate Permit required for each Township Park*

Name of Applicant: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (including area code): \_\_\_\_\_

Name of Event or Project: \_\_\_\_\_

Describe Intended Use: \_\_\_\_\_

State desired term or duration of permit: **(Maximum 5 hours)**

Date/Time to Start: \_\_\_\_\_ Date/Time to End: \_\_\_\_\_

How many expected participants? \_\_\_\_\_

*\*STARRED ACTIVITIES REQUIRE BOTH A WRITTEN PERMIT AND APPROVAL AT A REGULARLY SCHEDULED PRC MEETING.*

*~OTHER PERMITS MAY BE REFERRED FOR PRC APPROVAL IF DEEMED APPROPRIATE~*

***Picnicking/Group Provision:***

- \*Groups over 100 people.
- Groups of 50-100 requires written permit.
- Facility to be reserved: \_\_\_\_\_
- \*Tents or canopies, additional tables or grills (your own) \_\_\_\_\_

***\*On-site Publicity:***

- Signs, circulars or banners.
- Location of posting and /or distribution: \_\_\_\_\_

***\*Entertainment Provision:***

- Play, Speech, Musical, Mobile Recreation, Climbing wall
- Sale or Display (No hawking, begging, peddling or gambling).
- Location of Event or Display: \_\_\_\_\_
- Sound amplifying equipment.

***\*Vehicle Use Provision***

- Will motor vehicle access be needed beyond parking lot? Describe usage and complete next two lines.  
\_\_\_\_\_
- Make/Model of vehicle: \_\_\_\_\_ License Plate No: \_\_\_\_\_
- Insurance Company: \_\_\_\_\_ Name of Driver: \_\_\_\_\_

***\*Camping Provision:***

- Camping
- Park Area to be reserved: \_\_\_\_\_

***\*Fire Provision:***

- Ground Fire (Campfire) not in a fireplace, receptacle, or fire pit also requires Burn Permit from Charter Township of Oakland. Burn Permit No. \_\_\_\_\_
- Note: All fires must be extinguished completely before leaving the area.
- Location of proposed Fire: \_\_\_\_\_

***Other Activity:*** \_\_\_\_\_

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**Terms:**

1. This permit is issued for the dates and times listed above and for the purposes authorized and for no others. **THIS PERMIT CAN BE TERMINATED BY REPRESENTATIVES OF THE PARKS AND RECREATION COMMISSION AT ANY TIME WITHOUT NOTICE AND WITHOUT CAUSE.** The permit holder agrees that in the event his/her permit is terminated; he/she and all other participants/attendees shall leave the Park property immediately and will have no claim against the Commission or any of its representatives.
2. The permit holder agrees and understands that this permit is not and shall not create a lease, easement or other rights not specifically identified in this document. No changes are allowed unless in writing. **THE PERMIT HOLDER CANNOT ASSIGN THIS PERMIT TO ANYONE ELSE.**
3. The Commission shall not be liable to the permit holder or anyone authorized above for any loss, injury or damage to persons or property while they are on or around park property. All motor vehicles used must be insured. The permit holder agrees to hold the Commission, Governments and representatives harmless and shall indemnify and defend them from all losses, injury, damage or claims by anyone for any reason caused by or growing out of the use of this permit or activities authorized by this permit.
4. The permit holder must conform with all federal, state, and local laws, ordinances, rules and regulations. The permit holder may be required to obtain other governmental permits or authorization of neighboring property owners and if so must do so at his own expense.
5. Notices, if any are needed, shall be sufficient if mailed by ordinary mail to the permit holder at the address listed on the front of this form.
6. Permit holder or user(s) must show identification if requested to do so by a law enforcement officer, community representative or commission representative.

**THE UNDERSIGNED AGREES TO THE TERMS AS LISTED ON PAGES ONE AND TWO AND THE BEAR CREEK NATURE PARK PICNIC PAVILION RESERVATION POLICY**

Signature of Applicant/Contact: \_\_\_\_\_

Print or Type Name: \_\_\_\_\_

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

Signature for the Parks and Recreation Commission: \_\_\_\_\_

Date Approved/Denied by Parks and Recreation Commission: \_\_\_\_\_

Permit area inspection approved by \_\_\_\_\_ Date \_\_\_\_\_

Deposit refunded by \_\_\_\_\_ Date \_\_\_\_\_

Ordinance 38A-1  Pavilion Policy  Trash bags  Receipt  Cash  Check  Permit Copy  Reserved Sign

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**Parks & Recreation Commission**

4393 Collins Road

Rochester, MI 48306

**Phone 248-651-7810 Fax 248-601-0106**

[www.oaklandtownship.org](http://www.oaklandtownship.org)

**Bear Creek Nature Park Picnic Pavilion Reservation Policy**

(04/01/2015)

**Pavilion and Support Facility Information**

<b>Pavilion size:</b>	<b>24' x 36'</b>
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- Number of Tables: *Four* 6-foot tables and *two* 7-foot tables  
(2 wheelchair accessible)
- Maximum User Capacity: 50
- Maximum Vehicle Capacity for Adjacent Parking Lot: 25 Vehicles
- Toilet Availability: One unisex handicap-accessible portable toilet
- Water Availability: None
- Electricity Availability: None
- Grill Availability: 1 stand-alone grill
- Available hours: 8 am - dusk (**Maximum 5 hour rental**)
- Non-refundable Reservation Fee per event: Resident: \$25.00, Non-Resident \$50.00
- Refundable Deposit per event: Damage Deposit \$100.00 and Clean-up Deposit \$25.00

**Procedure for Reserving Park Pavilion**

1. After January 1<sup>st</sup> of the same year for which an application is being submitted, park users may submit an application for a permit to reserve the Bear Creek Nature Park Picnic Pavilion. The pavilion can be reserved Monday through Sunday, excluding holidays and is only available one day on weekends. If a weekend day is already reserved, the other day cannot be reserved.
  - a. Applications must be accompanied with either \$150.00 (resident) or \$175.00 (non-resident), cash or check. No phone reservations or credit cards are accepted.
  - b. Applications will not be accepted less than one month prior to the usage date. If the usage requires the written authorization of the Parks and Recreation Commission the applicant must leave adequate time for their approval at a regularly scheduled Parks and Recreation Commission meeting, which occur on the second and fourth Wednesdays of each month.
2. The pavilion shall be considered “reserved” upon the payment of the prescribed fee and deposit and the issuance of a Park Facilities Permit, to be provided by the Parks and Recreation Department where applicable. At this time the user can also obtain trash bags from the Parks and Recreation Department for use at the event.

*Keep pages 3-5 for your records.*

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**Rules Governing Park Pavilion Usage**

1. Events can only be scheduled between 8 am and dusk. Township parks are only open during daylight hours.
2. Vehicles can only be used in authorized areas, such as the driveway or parking lot.
3. Application/Permit must be retained at all times by user group and displayed on the picnic shelter while the event is occurring.
4. The Permit is only valid for the date shown.
5. The group is responsible for leaving the shelter area clean and orderly.
6. No alcoholic beverages are allowed in any Oakland Township Park.
7. No open fires are permitted.
8. Pets must be kept on a maximum 6-foot leash.
9. Pet owners must clean up their pet's feces.
10. No canopies, tents, additional tables or grills or are allowed without written authorization.
11. Camping, groups over 100 people in size, plays, speeches, musicals, sales, displays or posting of signs/banners require approval and written permission of the Parks and Recreation Commission at a regularly scheduled meeting.
12. All fires in grills must be extinguished and all coals and ashes must be removed from the grills and deposited in designated receptacles.
13. Inflatable structures are only allowed in the park when they are provided as part of an Oakland Township sponsored event.

**Rules Governing Refund of Deposits**

The deposits will only be refunded if all of the following apply:

1. The user group has not caused damage to any park facilities.
2. The user group has bagged and removed all their waste.
3. The pavilion area has been left clean, i.e. pavilion area free of debris, tables wiped clean, coals and ashes removed from grills and deposited in designated receptacles, portable toilet inspected and cleaned as needed.
4. The user group has not violated any terms agreed to in the permit application or any of the rules cited above.

**Parking Areas**

Parking is allowed in the 25-space gravel parking lot and head-in along the 25-space driveway fence. Overflow parking is available at the Township Municipal Complex, and park users may access the park from the trails (approximately 6/10 mile hike). Park users should not park along Snell or Valley View Roads. Please see attached map.

**Cancellation and schedule changes by the applicant/permit holder**

All cancellations and schedule changes are subject to a \$10 non-refundable fee. Requests must be made in writing. Rainouts are entitled to a full refund of the fee and deposit if requested in writing. For any cancellations less than fourteen (14) days prior to the event or activity, \$25.00 of the rental fee (resident or non-resident) is forfeited; however, the \$125.00 deposit will be refunded.

**Cancellation by the Parks & Recreation Director or their designee**

Due to weather conditions, which make the event/activity impossible, or to any Act of God beyond the control of the applicant/permit holder, 1) a credit may be given to the applicant; 2) a refund may be applied for to the Parks & Recreation Director; or 3) the event may be rescheduled at the earliest available date.

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# BEAR CREEK NATURE PARK

Oakland Township Parks and Recreation Commission

### LEGEND

-  8' WIDE LIMESTONE TRAIL (ADA ACCESSIBLE)
-  6' WIDE LIMESTONE TRAIL
-  3' WIDE WOODCHIP TRAIL
-  OPEN FIELD MOWED TRAIL
-  PARK BOUNDARY
-  EDGE OF WOODS
-  WETLAND

