

**CITY OF DEARBORN
HEMLOCK CABIN PERMIT**

MUST BE 21 YEARS OF AGE OR OLDER

\$50.00 PER HOUR RENTAL FEE

3 HOURS MINIMUM MONDAY-FRIDAY, 4 HOURS MINIMUM WEEKENDS & HOLIDAYS

\$100.00 DEPOSIT REQUIRED AT TIME OF RESERVATION

NOTE: Your rental time must include your setup and cleanup time
Hemlock Cabin may be rented no later than 12:00 a.m. (midnight)

Rental Date: _____ Time(s) Start: _____ End: _____
DPT: \$ _____ # _____ DATE: _____
GROUP: _____ P/F: \$ _____ # _____ DATE: _____

The above named group, consisting of approximately _____ people, is authorized to hold an outing at the Hemlock Cabin. I certify that I am in charge of this group and understand that the deposit will be forfeited if regulations are violated by our group. We understand that alcoholic beverages may be consumed in moderation, but may not be sold. We agree to indemnify and hold harmless the City of Dearborn from any and all claims, damages, losses or action at law arising out of or in any way connected with the use of the Hemlock Cabin.

DEPOSIT/PAYMENT POLICY:

- * Make checks payable to "The City of Dearborn"
- * Full deposit is required to secure any reservation. The deposit is returned by mail if the Hemlock Cabin is left in the same condition as it was prior to your event.
- * **The deposit and rental fees are due at the time of the reservation.**

A. GENERAL INFORMATION

1. Hemlock Cabin is located just north of Ford Road, east of Schaefer Highway at Hemlock Street.
2. Hemlock Cabin is available for use by any adult (**21 or older**) for any purpose approved by the Director of Recreation & Parks or his designee.
3. Hemlock Cabin can seat approximately 40 people. During summer months, a small picnic area with permanent picnic tables, located immediately in front of the cabin, is available for use by cabin guests.
4. Hemlock Cabin consists of one large room 38'x 23' with a gas fireplace, small kitchen area and two (2) restrooms. The following equipment is available for your use inside the Hemlock Cabin: 3 banquet tables; 5 smaller rectangular tables; 40 folding chairs; kitchen sink with garbage disposal; a refrigerator; and a ceiling fan.
NOTE: The Hemlock Cabin is heated but there is no stove, oven or air conditioning.
5. The deposit and rental fees are due at the time of reservation.
6. In case of cancellation less than 30 days prior to usage, only the \$100.00 deposit will be refunded. Cancellation beyond 30 days will involve a service charge of \$10.00.
7. The person signing the rental agreement **must be in attendance during the hours specified and is responsible for all persons using the facility.**
8. A city employee will be on hand to let you in, check you out and supervise the building use **periodically** during the rental period.
9. There shall be **no** sale of alcoholic beverages in any form, **including** pre-purchased tickets.
10. An Alcoholic Beverage Permit may be included in your rental agreement, but must be requested. There is no additional charge for the alcoholic beverage permit. However, failing to request an alcohol permit and consuming alcohol on the premises will result in the immediate termination of the rental contract, revocation of any permit and the forfeiture of all fees.
11. Hemlock Cabin is **not** to be used for parties involving the drinking of alcoholic beverages by minors (under the age of 21). This practice will not be tolerated, and along with the use of illegal drugs, disorderly conduct and excessive noise, will be grounds for immediate termination of the rental contract, revocation of any permit and the forfeit of all fees. All such incidents will be reported to the Dearborn Police Department.
12. The permit holder must appear in person to make any alterations to the permit (date, time, area changes, etc.). Nothing will be changed over the phone--**NO EXCEPTIONS.**

13. Any miscellaneous request, such as using a large tent, moonwalk, amplified sound, live band, DJ or dunk-tank at the Hemlock Cabin, must be submitted in writing to the Director of Recreation & Parks at least 30 days prior to the event. The use of a moonwalk or dunk-tank (if site permits) will be authorized only after the applicant furnishes **proof of liability insurance** for the specific date, time and location of the picnic with the **City of Dearborn listed as "additionally insured."** The additional insured language **MUST** state as follows: "The City of Dearborn, Michigan, its elected officials, officers, employees, boards, commissions, authorities, voluntary associations, and any other units operating under the jurisdiction of the City and within appointment of its operating budget including the City of Dearborn are named as additional insured and said coverage shall be considered to be the primary coverage rather than any policies and insurance or self-insurance retention owned or maintained by the City of Dearborn." Additional fees may be assessed for electrical and water hook-ups. The use of amplified sound, live bands and/or DJ's will require the approval of the Director of Recreation & Parks or his designee. Such requests must be submitted in the form of a letter to the department Director at least 30 days prior to the event date, accompanied with a \$250.00 amplified sound deposit, which will be returned only if the sound ordinance is adhered to. There is also a fee of \$50.00 for the staffing of a Park Ranger during any rental having outside amplified sound. **Noise Ordinance, Section 13** of the Dearborn City Code is enforced by the Dearborn Police Department. Failure to adhere to the ordinance may result in a forfeiture of the amplified sound deposit and may result in cancellation of the event.

B. AGREEMENTS

1. The applicant agrees to pay the City of Dearborn for any damage to property caused by his/her group at the CABIN, and further agrees to pay the City a sum not to exceed the deposit if the CABIN is not left clean. Applicant also agrees that any cleanup and/or damage charges estimated by the City of Dearborn shall be final.
2. Upon final inspection of the CABIN by the City Employee, if the CABIN is left clean and undamaged as described above, the deposit amount will be refunded and mailed to permit holder **in full within 4-6 weeks** after the event date.

As the chairperson of this group, I am in full understanding and in agreement of the policies stated in this contract.

X _____

CHAIRPERSON'S NAME (please print) _____ Address/City/State/Zip _____ BUSINESS PHONE: _____

CONTRACT PROCESSED BY _____ HOME PHONE: _____

CITY EMPLOYEES SIGNATURE FOR REFUND

TO OBTAIN YOUR DEPOSIT CHECK:

Please have a Park attendant inspect your area before you leave the park. The condition of the Hemlock Cabin will be reported to the Dearborn Recreation & Parks Department. **THE DEPOSIT CHECK WILL BE MADE PAYABLE AND RETURNED BY MAIL TO:**

NAME _____ Address/City/State/Zip _____ BUSINESS PHONE: _____
HOME PHONE: _____

CABIN USED BY ABOVE GROUP WAS INSPECTED BY: _____ Time: _____

COMMENTS: _____