



Hawk Woods Lodge Request Form

City of Auburn Hills
1827 N. Squirrel Road · Auburn Hills, MI 48326
auburnhills.org

CONTACT INFORMATION

Name: _____ E-mail: _____

Organization/Company: _____

Address: _____
Street City State Zip Code

Main Phone: _____ Alternate Phone: _____

RESERVATION INFORMATION

Event Type/Description: _____ Number Attending: _____

Event Date: _____ Day of Week: _____

Event Start Time: _____ End Time: _____ Set Up Time: _____

Two hours of set-up time is allowed for an additional fee

Total Rental Hours: _____ x \$75/hour (resident) **OR** _____ x \$125/hour (regular) = RENTAL RATE \$ _____

Corporate Retreat Package (\$1000 AH company/organization OR \$1300 regular) = RETREAT RATE \$ _____

OPTIONAL: 2 Hours Set-up Time + \$50/Resident or \$75 Regular set-up fee \$ _____

Alcoholic Beverage Permit + \$25/Resident or \$50 Regular permit fee \$ _____

Damage Deposit \$ 250.00

TOTAL FEES DUE: \$ _____

Please make checks payable to the City of Auburn Hills

Four (4) hour minimum rental. Full payment and \$250 refundable damage deposit is due at the time of reservation.

Damage deposits will be returned after completed rentals within 30 business days unless there is damage to City property and/or improvements, and/or late exit, in which case the damage deposit may be applied to the repair/replacement /staff costs.

_____ I understand that my party needs to exit the Lodge by the event ending time, including clean-up and that all furniture (indoor/outdoor) must be returned to their original locations. Failure to do so will result in forfeiture of the security deposit.

_____ I understand that set-up time is for set-up only, and my event may not start before the event start time.

_____ I have received a copy of the Hawk Woods Lodge rental information and agree to the rules listed within.

_____ I understand that noise needs to be at a minimum by 10:00 PM.

_____ I understand that the remainder of the park is open for public use. Expect the general public to be walking/visiting the park during open park hours.



Hawk Woods Lodge Request Form

City of Auburn Hills
1827 N. Squirrel Road · Auburn Hills, MI 48326
auburnhills.org

SPECIAL USE AND INSURANCE REQUIREMENTS

The City of Auburn Hills may require additional insurance if you are planning an event with any of the following:

Circle One:

YES	NO	Amplified Music	YES	NO	Group/Nonprofit/Corporate Event
YES	NO	Stage Lights	YES	NO	Entertainment
YES	NO	Event promoted to the public			

Initials Required on ONE

_____ My event will not include any of the activities listed above OR

_____ I will provide insurance for my event, as required by the City of Auburn Hills, with the City of Auburn Hills named as an additional insured.

PROHIBITIONS

_____ I understand that the following are prohibited:

- Jump house/dunk tank/carnival games
- Charging entry fees or selling tickets
- Fundraising
- Food sales
- Staking of tents or shelters
- Political events
- Dry ice, pyrotechnics, fire, fireworks, sparklers, or open flames
- Glitter, rice, confetti or other tiny litter
- Any event without prior approval
- Any other items prohibited in the Rental Information document
- Alcohol SALES

AGREEMENT SIGNATURE REQUIRED

Signature

Date

OFFICE USE ONLY

Reservation # _____

Receipt # _____

_____ Proof of Insurance (attach)

_____ Refund Issued Date: _____



Hawk Woods Lodge Request Form

City of Auburn Hills
1827 N. Squirrel Road · Auburn Hills, MI 48326
auburnhills.org

CITY OF AUBURN HILLS HOLD HARMLESS AGREEMENT

As required for approval of the _____
(Activity)

_____ herein after referred to as “company”, “contractor”, “individual”, “group” or as
(Name of Individual/Company/Group)

(Abbreviated Name Form)

agrees to release, indemnify, defend, and hold harmless The City of Auburn Hills, including all elected and appointed officials, all employees, representatives, and volunteers, all boards, commissions, and/or authorities, including but not limited to the Tax Increment Finance Authority, Brownfield Redevelopment Authority and the Downtown Development Authority, and their officers, employees, representatives and volunteers from any injuries, liability, damages, expenses, attorney’s fees, causes of action, suits, claims or judgments, costs, incurred and/or arising from the Contractor’s performing its work, jobs, duties and/or any other actions and/or omissions of the Contractor and/or its employees, representatives and/or agents pertaining to and/or in connection with the Activity.

THIS SECTION APPLIES TO ORGANIZATIONS AND BUSINESSES ONLY, NOT PRIVATE PARTIES:

In addition, _____ agrees to furnish an ACORD certificate of insurance
(Abbreviated Name Form)

as required by the City of Auburn Hills with the description of the ACORD form to read as follows: *It is understood and agreed that the following shall be additional insured: The City of Auburn Hills, including all elected and appointed officials, all employees, representatives and volunteers, all boards, commissions, and/or authorities, including but not limited to the Tax Increment Finance Authority, Brownfield Redevelopment Authority and the Downtown Development Authority, and their officers, employees, representatives and volunteers. The coverage shall be primary to the additional insured and not contributing with any other insurance or similar protection available to the additional insured. This shall not apply to the contractor’s required worker’s compensation/employer’s liability.*

Name of Individual/Company/Group

Witnesses

By _____

Dated _____