**Otsego Conservation District**
**Otsego County Alternative Landscaping Demonstration Garden**
**Rental Policy and Contract**

**Name: _____**

**Phone Number: _____Email Address: _____**

**Date of Event: _____**

**Type of event: _____**

**Time of Event: Start_____End_____**

**Date fees paid:_____**

**Brief description of event:**

**_____**

**_____**

- Date of event is reserved upon payment of fees and signing of contract. Fees: $500 for four-hour block of time ($500 minimum) $50 for each additional hour. Payment is due upon signing of contract. The Otsego Conservation District accepts cash, checks, VISA and Master Card
- Cancellation policy: 100 per cent of fee is refundable if event is cancelled no later than 60 days before the event; fifty per cent is refundable if no later than 30 days before.
- The garden will continue to be open to the public the day of your event. Signs indicating a private event will be posted.
- Parking is available at the north and west entrances of the garden.
- Restroom is provided near the west entrance of the garden.
- All visitors have full access to the garden; however, visitors are NOT allowed to pick flowers, vegetables etc. from the garden. Please stay on garden pathways.
- You are responsible for set up and take down of tables, chairs, decorations etc. All set up and take down of decorations, chairs etc. must take place within the reserved time period. The Otsego Conservation District does not provide chairs.
- Temporary use of any-sized tents must be pre-approved by the Otsego Conservation District.
- When decorating for your event, please do not use nails, screws etc. that may permanently damage the amphitheater or pergola structures.
- Please feel free to use the trash and recycling bins in the garden. You are responsible for trash collection and disposal. If trash is left onsite, a fee of $50 will be assessed for disposing of any trash.
- For weddings: The only substance that may by dropped and left on the ground is bird seed. (Silk flower petals, rice etc. are prohibited.)
- Per city ordinance: All music must end at 10 p.m.
- The Otsego Conservation District is not responsible for any left, lost or stolen items.
- In case of emergency in the garden, please call: (989) 370-3800.

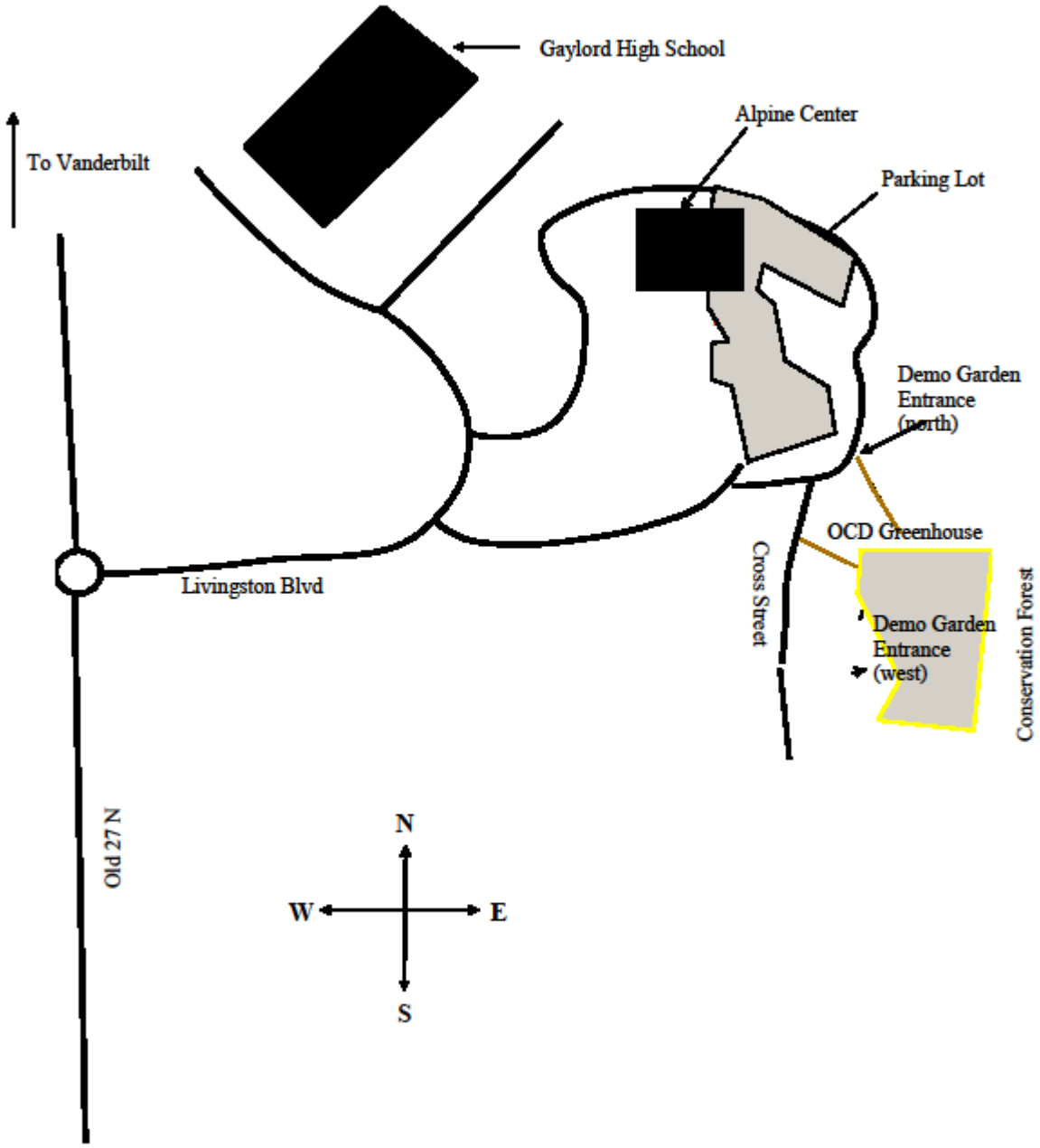
The Otsego Conservation District agrees to prepare the garden for your event. However, some floral displays may be off peak or between plantings the day of your booking. We will make every effort to ensure the garden is well-tended.

*I agree to leave the Garden and amphitheater area in the same condition in which it was found. I will ensure that everything is clean and in order upon departure. I understand that if the garden and amphitheater area is not left in good condition, I will pay cleanup fees and for the cost of any damages.*

Signature_____

For questions and more information, please call the Otsego Conservation District, (989) 732-4021 Monday through Friday, 8 a.m.-4:30 p.m.

Please complete this contract and submit to:
Otsego Conservation District
800 Livingston Blvd. Suite 4A
Gaylord, MI 49735

Or e-mail:
speterson@otsegocountymi.gov

**Map to the Otsego County Alternative Landscaping Demonstration Garden & Conservation Forest**
Gaylord, MI