



# WILSON BARN RENTAL AGREEMENT

City of Livonia Parks & Recreation and Friends of the Barn  
 29350 West Chicago, Livonia, MI 48150

Name of Renter \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_

(Please no P.O. Box)

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Type of Event: \_\_\_\_\_ Number of attendees \_\_\_\_\_

Date \_\_\_\_\_ Time of Event \_\_\_\_\_

Alternate Date \_\_\_\_\_ Set up time: \_\_\_\_\_

Ending time: \_\_\_\_\_

Set up and clean up time is included in the barn rental (5) hours.      **initial**

City of Livonia ordinance mandates that all City parks close at 10:00 p.m. Your event must be over and the premises vacated by 10:00 p.m.      **initial**

- 1. Will outside electrical boxes be required? Yes ( ) No ( )
- 2. Will bouncy houses, carnival rides, petting farms, etc., be used? Yes ( ) No ( )
- 3. Are you having the event catered? Yes ( ) No ( )

**Catered events** require a current certificate of liability insurance for \$1 million. The City of Livonia and the Friends of the Barn must be designed as "additional insureds." A copy of the certificate must accompany this agreement. No open flame of any kind (including sterno cans) are allowed inside the barn or within 50 feet around the barn.

**Refrigerator and Microwave:** The Barn's lower level includes restrooms and a kitchenette equipped with a small microwave and large commercial refrigerator. Only that portion of the lower level is accessible to renters.

**Picnic tables.** The outside picnic tables may be arranged and moved by the renters, at their own risk, as desired. There are eight (8) picnic tables marked "Friends of the Barn" located inside the barn. These tables may be used inside the barn or moved outside. However, the Renter is responsible for putting the 8 marked tables back inside the Barn at the end of the event, as well as all cleanup inside and outside the Barn.

**Parking.** Parking is available at Emerson Middle School, which is located adjacent to and directly east of the Wilson Barn on West Chicago. Seniors and handicap vehicles (with permit) may park on the Barn Grounds behind the Barn. It is the Renter's responsibility to make sure their guests park at Emerson.

**Other rental items.** The Barn does not rent tables, chairs, or any other items. The rental fee only includes the Barn space and picnic tables. Any other items required by the Renter are the sole responsibility of the Renter.

**Alcoholic Beverages.** No alcoholic beverages are permitted at Wilson Barn events. A City of Livonia ordinance prohibits alcoholic beverages at any of its parks. Our mission is to provide a family friendly environment. \_\_\_\_\_ *initial*

**Balloons.** No helium balloons are permitted inside the Barn. \_\_\_\_\_ *initial*

**Smoking:** No smoking is allowed inside the Barn or within a 50-foot range around the entire Barn. \_\_\_\_\_ *initial*

**Rental Fees**

Livonia Residents: \$150.00 per day for 5 hours; \$25.00 per hour after the initial 5 hours.

Non-Residents: \$300.00 per day for 5 hours; \$50.00 per hour after the initial 5 hours.

Security Deposit: A \$50.00 per day security deposit applies to both Livonia Residents and Non-Residents.

Additional Hours: Additional hours are available. Please discuss this with your rental coordinator at least one week before your event.

Two separate checks and/or money orders are required: One is for the actual rental fee and one is for the Security Deposit. Please make checks payable to: The Friends of the Barn

Livonia Resident ( )                                  Non-Resident ( )

Daily Rental Fee \$\_\_\_\_\_ + # of extra hours \_\_\_\_ x \$ \_\_\_\_\_ = \$\_\_\_\_\_

Plus a separate check for the \$50.00 Security Deposit.

Send the two checks with this rental agreement, proof of residency if resident, and other required documents (if applicable) to:

Wilson Barn Rental  
29350 West Chicago  
Livonia, MI 48150

**Refund Policy.** A cancellation fee will be charged under the following terms:

1. If cancelled 30 days or less prior to the contracted date, the rental fee will not be returned. The security deposit (\$50.00) will be returned.
2. If cancelled 31 days or more prior to the contracted date, one-half (50%) of the rental fee will be returned, as well as the security deposit.

**Release and Hold Harmless Agreement.** In consideration of entering into this Agreement with the City of Livonia and the Friends of the Barn, the undersigned, by this instrument, does hereby expressly stipulate and agree to release, discharge, indemnify, and forever hold harmless the City of Livonia and the Friends of the Barn, its assigns, agents, servants and employees, of any damage, loss, or injury which heretofore has been or which may hereafter be sustained by the said individual, group, organization or family as a consequence of their participation in any and all activities in connection with this Agreement. This release extends and applies to, and also covers and includes all unknown, unforeseen, unanticipated and unsuspected injuries, damages, loss and liability, and the consequence thereof, as well as those now disclosed and known to exist. The provisions of any state, federal, local or territorial law or statute providing in substance that releases shall not extend to claims, demands, injuries or damages, which are unknown or are unsuspected to exist at the time to the person executing such release, are hereby expressly waived.

Having read the above conditions, I agree to adhere to the conditions of this agreement and the guidelines established by the Friends of the Barn.

**Please sign below agreeing to the Rental Agreement and to abide by all stated conditions.** Please also initial where indicated (5 areas) on pages 1 and 2.  
*Falsification of any information in this agreement renders the document void.*

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Print Name	Signature	Date
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This agreement is accepted and approved by the following representative of the Wilson Barn. The agreement is valid only upon signature of a Barn representative.

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Print Name	Signature	Date
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