



Depot Park Gazebo Reservation Form

Event Name

Event Details

Event Date

Event Time (2 hour rental)

Beginning:

Ending:

First Name

Last Name

Email Address

Phone Number

This is to acknowledge your request to reserve the Gazebo at Depot Park in the City of the Village of Clarkston. Before submitting your request please read the Park Rules thoroughly.

Park Rules

1. Each reservation is for a two hour period. The cost is \$200 for City residents or \$250 for non-residents and must be paid prior to reservation being confirmed. We accept cash, check, Visa, MasterCard & Discover. Check (e-check) & Credit Cards can be made payable at City Hall or online at www.villageofclarkston.org.
2. If reservation is cancelled, you must notify the City of Clarkston at least two weeks before the reservation date in order to receive a refund.
3. No liquor or alcoholic beverages are allowed in Depot Park. Cooking or grilling is prohibited.
4. The Gazebo may be decorated provided no tacks, staples or nails are used. Flowers, crepe paper, ribbons, or balloons are allowed provided they are tied or taped to the Gazebo.
5. Electrical outlets are available for use within the Gazebo.
6. Restroom facilities are available for an additional \$25.00 fee. You must make arrangements to pick up restroom keys by calling (248)625-1559. Restrooms are not opened unless arrangements are made and the fee is paid.
7. It is the responsibility of the undersigned to leave the park area in the same condition it was prior to use. Keys (if used) are to be returned via the mailbox, located on the front porch of the City Hall. Excess refuse or garbage should be bagged and set by or in the trash can on Depot road.
8. Normal use of the park for a wedding ceremony would require not more than a two hour period.
9. No vehicles are permitted on the grass or park area for any reason. Parking is allowed only in the public parking lot on the south side of Depot Road. Parking in unauthorized areas will result in a parking violation and appropriate fines.
10. DUE TO AN UNDERGROUND SPRINKLER SYSTEM, NO TENTS OR STAKES OF ANY KIND ARE TO BE USED IN THE PARK UNLESS PRIOR APPROVAL FROM THE D.P.W. SUPERVISOR IS OBTAINED. A MEETING WITH THE D.P.W. SUPERVISOR CAN BE ARRANGED BY CALLING (248) 755-1447.

Payment will be made by:

- Online Credit Card or e-check
- Cash or Check

Responsible Party's Signature