

**BELLE MAER HARBOR**

41700 CONGER BAY DRIVE, HARRISON TWP, MI 48045 (586)465-4534 FAX: (586)465-6956

**PAVILION RESERVATION FORM**

Member Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Well Number: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address(es): \_\_\_\_\_ or \_\_\_\_\_

Event: \_\_\_\_\_ Date requested: \_\_\_\_\_

Number of guests (50 Maximum): \_\_\_\_\_ Number of Cars (20 Maximum): \_\_\_\_\_

Start Time: \_\_\_\_\_ End time (10:00 pm is latest): \_\_\_\_\_ Caterer: Yes \_\_\_ No \_\_\_

Caterer Name: \_\_\_\_\_ (Proof of Insurance required)

Entertainment (DJ, band): \_\_\_\_\_ (Proof of Insurance required)

Number of Marina picnic tables you will require (maximum of 13): \_\_\_\_\_

Number of Marina serving tables you will require (maximum of 2): \_\_\_\_\_

**Acknowledgements:**

1. The \$125.00 rental fee must be paid before the Pavilion is officially reserved by the Marina office staff. The rental fee is not refundable.
2. The Member must be present at the event and be responsible to see that the guests follow all of the Marina rules and regulations. It is extremely important that functions at the Pavilion do not infringe upon the enjoyment of the Marina by our BMH Members.
3. The rental of the Pavilion is available for Member functions only. The Pavilion is not available for Member sponsorship to non-family groups such as neighbors or friends. The Marina also does not allow the Pavilion to be rented for high school graduation parties.
4. The pool is not open to large groups. Therefore, you may not book pool parties for birthdays or youth sports teams. We need to be sure that the functions at the Pavilion do not infringe upon our boaters as a result of excessive noise, parking violations, or excessive use of the Marina amenities (pool, tennis court, basketball court, etc.).
5. Two days prior to the event, the Member must supply a list of guests by name, which the Marina office will give to the guard so that he can check in the guests as they arrive. Also please confirm with the Marina office the number of picnic tables and serving tables required.
6. This form can be completed by phone, email or by fax (586-465-6956). Once the event has been approved, the Marina office staff will require that the form be signed and the \$125.00 be paid before the reservation is final. No dates will be reserved without the proper documentation and payment.

**Agreed and accepted:**

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: Eric Foster \_\_\_\_\_ Jim Krause \_\_\_\_\_

Dates: Signed Form Received: \_\_\_\_\_ Rental & Security Deposit Received: \_\_\_\_\_

Certificates of Insurance Received: \_\_\_\_\_