

● 1400 Telegraph Road ● Pontiac, MI 48340 ● pontiacoaks@oakgov.com ● 248-858-0916

### Facility Amenities

Your event will have access to the following equipment:

- Six picnic tables (four under pavilion; two under adjacent pergola)
- One large barbecue grill
- Bathrooms with drinking fountain and water bottle filling station 1/10 of a mile away.
- Six electrical outlets in pavilion (20 amps total)

### Capacity

The Pontiac Pavilion has seating for up to 32 people under the pavilion, with seating for up to 16 additional people under the adjacent pergola.

### Parking

Paved parking for up to 40 cars (shared with other park users).

### Pavilion Accessibility

- The pavilion is available beginning at 10 a.m. on the reserved date unless otherwise approved by Oakland County Parks staff.
- The park closes daily at sunset and renters must leave the park by this time.
- Pavilion rentals are all day. The pavilion will be ready for use by 10 a.m. and staff will put up an area reserved sign by this time. Renters are responsible for occupying the pavilion during the rental time; staff will not monitor the pavilion after preparing it for the day.

### Booking Requirements

- Reservations will not be scheduled unless rental fee, security deposit and signed Facility Use Agreement are submitted and confirmed.
- Pavilion is rented as is, with a set number of picnic tables provided under it. Additional tables or other amenities will not be provided. Additional tables that may be in the area are not guaranteed to remain in the area.
- Renter is required to leave the pavilion as it was received.

### Food

- No food or beverage is provided as a part of this rental. Renters may provide their own or hire an outside vendor.
- Any contractors being hired for the event (i.e. caterers who serve food/drink, food trucks, amusement services, etc.) must provide insurance based on OCP insurance requirements.
- Food trucks, bouncers, dunk tanks, etc. must use their own power (generator) and water. They cannot hook up to OCP utilities.

### Alcohol and Smoking

- Liquor Liability Insurance is required for any event where alcohol is provided.
- All state laws and state regulations regarding the serving of alcoholic beverages and food must be followed.
- Underage drinking will not be tolerated and will result in the event being terminated immediately.
- All indoor Oakland County Parks facilities are smoke- and vape-free.

### Insurance Requirements

Insurance(s) will need to be provided for the following:

- If the reservation/event is for a wedding
- If there is expected to be more than 250 people in attendance at the event/facility
- If the reservation is booked by an organized entity/group and not an individual
- If contractors will be hired to work on site to provide services for the event
- If there will be alcohol provided at the event
- If there will be alcohol sold at the event (subject to approval by the Oakland County Parks and Recreation Commission)

### Setup & Decorations

#### Items that are not allowed

- Nails, staples or tacks
- Confetti/glitter/rice/silly string/Shimmer Spray
- Streamers
- Sparklers/fireworks/paper lanterns
- Duct, packaging, masking or Scotch tape
- Water balloons

#### Items that are allowed

- Lawn games
- Picnic chairs/tables
- Tablecloths