



## RENTAL AMENITIES & POLICIES

~PARK RENTALS OCCUR FROM APRIL 1 – OCTOBER 15, ANNUALLY~

**CHURCH BASEMENT RENTAL** – RATE: Barry County Resident - \$75.00 for four (4) hours, \$35.00 for each additional hour. Non resident, \$100.00 for four (4) hours, and \$50.00 for each additional hour after 4. Due to weddings, the church basement is typically not available for rent on Saturdays from May - September.

### **AMENITIES:**

1. The Church Basement has a full kitchen and electric. The kitchen is equipped with sink, stove, and refrigerator.
2. Parking is available behind church, in the River Lot, or at the Upjohn House. The basement is located on the south side of the church at the rear of the building.
3. The Church Basement will accommodate a maximum of sixty-eight (68) people seated. There are 9 tables and 68 chairs available.
4. Restrooms, and a large mirror with table are located just off the kitchen. If you have any problems during your rental, inform Park office in the Upjohn House office from 9:00 am to 5:00 pm, Monday - Friday. After 5:00 pm contact Security/Maintenance on Park grounds.
5. Temporary signs may be erected on Charlton Park grounds, either at the main gate, the ticket booth, or at your rental site, signs can be on a wood or wire frame to be put in the ground and must be removed at the end of your visit. **Please do not nail signs into trees.**

### **POLICIES:**

1. SMOKING AND ALCOHOL ARE PROHIBITED in the Charlton Park Church and Church Basement.
2. Amplified music (i.e.: D.J) is allowed after the Village closes at 4 pm.
3. Modern Vehicles - The Village recreates life in early rural Michigan, when horse, buggies and wagons stood in front of homes and businesses. Please help us to preserve our historic village ambiance and visitor safety by parking in designated areas, so that other visitors may appreciate history. NO modern vehicles are allowed to be driven into or through the Village in order to preserve the Village and for the safety of visitors. Parking is in the Upjohn administrative offices parking lot or grassy areas around it.
4. All children must be accompanied by an adult while visiting the Village, Museum and Gift Shop.
5. Food and non-alcoholic beverages **are allowed** with the **rental of the Church Basement**, but **visitors are not allowed** to bring these items into the Village buildings, Museum or Gift Shop.
6. All items displayed on shelves and counters **are museum artifacts**. Please do not handle or move these artifacts. Please do not open closed cupboards or doors.

## Charlton Park Driving Directions and Map

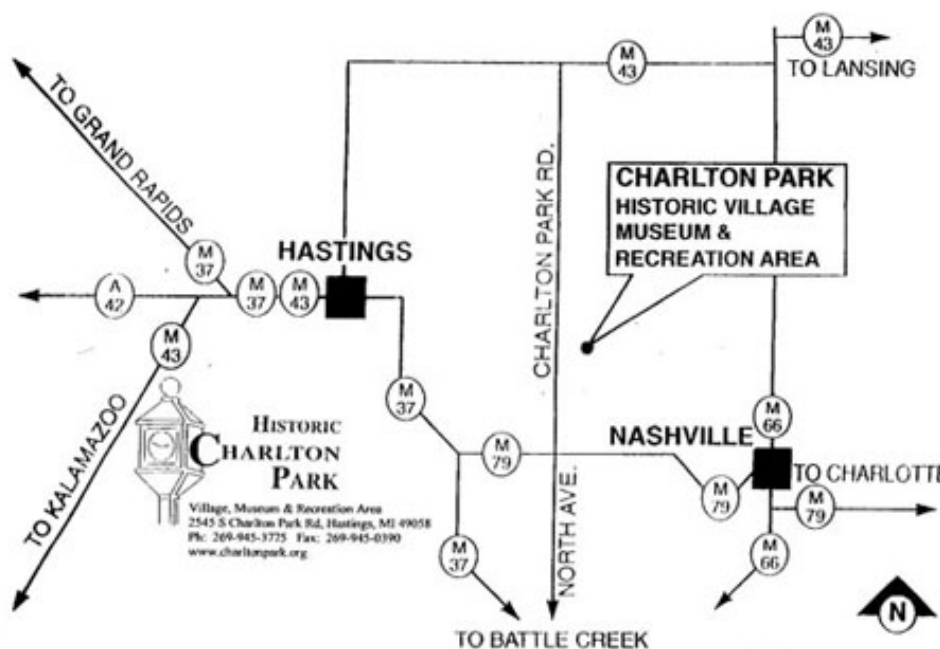
*From the Grand Rapids area:* Travel southbound on Broadmoor (M-37) to downtown Hastings, turn right on Broadway, left on Green St., and right on Hanover at the blinking light. A mile later, take a left onto eastbound M-79, past the red barn on the left. A mile down M-79 take a left at the Marathon station, S. Charlton Park Rd. The Park entrance is the second drive on the right over the bridge.

*From the Kalamazoo area:* Travel M-43 to M-37 in Hastings. Turn right on Broadway, left on Green St., and a right on Hanover at the blinking light. A mile later, take a left onto eastbound M-79, past the red barn on the left. A mile down M-79 take a left at the Marathon station, S. Charlton Park Rd. The Park entrance is the second drive on the right over the bridge.

*From the Battle Creek area:* From M-37: Travel north on M-37, turn right onto eastbound M-79, take a left at the Marathon station, S. Charlton Park Rd. The Park entrance is the second drive on the right over the bridge. From M-66: Go North on M-66, turn left on westbound M-79, take a right at the Marathon station, S. Charlton Park Rd. The Park entrance is the second drive on the right over the bridge.

*From the Charlotte area:* Travel M-70/E. Lawrence Ave., turn right on M-66/M-79, turn left on westbound M-79 when M-66 continues. Take a right at the Marathon station, S. Charlton Park Rd. The Park entrance is the second drive on the right over the bridge.

*From the Lansing area:* Travel I-96 East to I-69 South. Take exit 61 towards I-69-BR/Charlotte. Turn right on M-79/Lansing Rd. Turn right on M-79/M-66. Turn left on M-79 when M-66 continues on. Take a right at the Marathon station, S. Charlton Park Rd. The Park entrance is the second drive on the right over the bridge.





*Village, Museum & Recreation Area*  
2545 S. Charlton Park Rd. Hastings, MI 49058  
269-945-3775  
www.charltonpark.org

## FACILITY RENTAL CONTRACT

DATE OF RENTAL: \_\_\_\_/\_\_\_\_/\_\_\_\_

NUMBER OF PEOPLE EXPECTED: \_\_\_\_\_

ARRIVAL TIME: \_\_\_\_\_

DEPARTURE TIME: \_\_\_\_\_

**FACILITY (CHECK THOSE THAT APPLY):** Church & Church Basement (\$500-\$600) \_\_\_\_\_ Church Basement Only (4 Hours \$75-\$100) \_\_\_\_\_

Pavilion 1-220 Guests (\$150-\$200) \_\_\_\_\_ Pavilion 220+ Guests (\$300-\$400) \_\_\_\_\_ Mini Shelter East (\$75-\$100) \_\_\_\_\_

Mini Shelter West (\$75-\$100) \_\_\_\_\_ Walnut Grove (\$150-\$200) \_\_\_\_\_ Village Green (\$500-\$600) \_\_\_\_\_

Township Hall (4 Hours \$75-\$100) \_\_\_\_\_ Gas & Steam Barn (\$1,300-\$1,500) \_\_\_\_\_ Beer/Wine Permit (\$50) \_\_\_\_\_

Extra Hours at Church Basement or Township Hall (\$35-\$50 per hour: See rental packet) # \_\_\_\_\_ x \$35-\$50 = \$ \_\_\_\_\_

Hours at Park After Close (\$30/each) # \_\_\_\_\_ x \$30 = \$ \_\_\_\_\_

Moving Picnic Tables or Additional Picnic Tables (\$15/each \$150 Max) # \_\_\_\_\_ x \$15 = \$ \_\_\_\_\_

**TOTAL RENTAL FEE(S) ENCLOSED: \$ \_\_\_\_\_**

**GROUP NAME TO REFER TO AT PARK:** \_\_\_\_\_

**ACTIVITY:** Wedding \_\_\_\_\_ Reception \_\_\_\_\_ Company Picnic \_\_\_\_\_ Family Reunion \_\_\_\_\_ Other \_\_\_\_\_

**Contact Person at Rental Site:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Zip Code** **REQUIRED & MUST MATCH PAYMENT:** \_\_\_\_\_

**Daytime Phone Number:** (\_\_\_\_\_) \_\_\_\_\_ **Evening Phone:** (\_\_\_\_\_) \_\_\_\_\_

**Additional Rental Information:** \_\_\_\_\_

## INDEMNIFICATION AGREEMENT

I, \_\_\_\_\_, agree to defend and indemnify and hold harmless Charlton Park and the County of Barry from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from Charlton Park and the County of Barry sustained by any person whomsoever and which the performance of the contract and regardless of which claim, demand damage, loss, cost of expense is caused in whole or in part by the negligence of the undersigned, or by third parties or by the agents, servants, employees, or factors of any of them.

**CANCELLATION POLICY:** Payment is due to Charlton Park, postmarked no later than seven (7) working days from date of reservation was placed. Failure to meet postmarked date will automatically result in cancellation of your reservation. If payment is received by date, and reservation is cancelled at least six months prior to reservation date, reservation fee will be refunded. Otherwise, no refunds are given.

I have read and agree to the rules contained in this Rental Site Reservation/Alcohol Permit Rules. Your signature is provided by typing your name and the date.

Signature \_\_\_\_\_ Date \_\_\_\_\_

PLEASE RETURN THIS FORM WITH YOUR PAYMENT. PAY ONLINE AT <https://www.govpaynow.com/gps/user/plc/7997>  
OR MAIL CHECK OR MONEY ORDER TO PARK USING ADDRESS ABOVE