

# *Burgh Historical Park Rental Packet*



**Burgh Historical Park**  
**Northeast corner of Civic Center**  
**Drive and Berg Road**

**(248) 796-4620..... Main**  
**(248) 796-4607..... Direct**  
**(248) 796-4605..... Fax**

**Office Hours: Mon.— Fri. 7 a.m.—3 p.m.**  
**Site Viewing: Mon.— Fri 10 a.m.—1 p.m.**  
**[jrahn@cityofsouthfield.com](mailto:jrahn@cityofsouthfield.com)**  
**[www.cityofsouthfield.com](http://www.cityofsouthfield.com)**

*We Create Community through People, Parks and Programs*



*Make your event*



*Better at the Burgh!*

*The Burgh Historical Park is one of Southfield's hidden gems. Located on the northeast corner of Civic Center Drive and Berg Road the park features renovated turn of the century buildings nestled within beautiful manicured lawns and abundant flower gardens offering a perfect escape from the hustle and bustle of the city.*



*Available for outdoor and indoor events, the Burgh Historical Park offers a unique venue for your wedding/reception, graduation or family reunion.*

*All potential rentals must submit a Security Deposit to hold their desired date, along with the completed Rental Application found at the end of this packet. All reservations are made on a first-come, first-served basis and require full payment of rental fee 90 days prior to the scheduled dates (failure to pay on time will result in the loss of your rental date and Security Deposit).*



# *Gazebo Garden Wedding*

*The picturesque Gazebo is the perfect site for weddings and other social occasions.*

*The spacious lawn surrounding the Gazebo can seat up to 200 people and gives even large weddings a quaint and close up feeling.*

Package includes 2-hour site rental along with 100 white chairs (maximum capacity is 200) set up on the lawn and removed by staff. Additional chairs are available for rent at the current rental company rate plus any delivery fees.

Included in the rental of the Gazebo is the use of the 1854 Church as a staging area for the bride and wedding party prior to the event.

Many beautiful photo opportunities will be made as the bride emerges from the quaint historic Church doors and embarks on her own history-making walk through the arbor and down the pathway past family and friends on her way to meet her groom.

The Church Annex, also included, is air conditioned and public restrooms are available here for the wedding party and guests.

Please note that the wedding party is encouraged to arrive at the park already dressed as changing areas are not private and are limited in space.

**\$600/2 hour minimum  
\$400 Security Deposit\***

*\*Security Deposit will be processed 5 days after the event. Deposit credit may take up to 15 days to be issued once processed. Provided the renter is out on time and has left the premises in a clean and orderly state (at City's discretion).*

# *Courtyard Wedding Rental*

*Nestled within the turn-of-the-century buildings, the courtyard of the Thomas Frommeyer Memorial Gardens offers a secluded oasis for your special event.*

**\$600/2 hour minimum**  
**\$400 Security Deposit\***

Package includes 2-hour site rental along with 100 white chairs (maximum capacity is 170) set up and removed by staff. Additional chairs are available for rent at the current rental company rate plus any delivery fees.

Included in the rental of the Courtyard is the use of the 1854 Church as a staging area for the bride and wedding party prior to the event. Numerous unique photo opportunities will present themselves as the bride emerges from the front entrance of the Church and travels past the water fountain and through the gardens on her way to her happily ever after.

Use of the Art Center as a staging area for the bridal party is also available for those who wish to be closer to the ceremony site. Both the 1854 Church and the Art Center are air conditioned and allow for public access to restrooms

Please note that the wedding party is encouraged to arrive at the park already dressed as changing areas are not private and are limited in space.

*\*Security Deposit will be processed 5 days after the event. Deposit credit may take up to 15 days to be issued once processed. Provided the renter is out on time and has left the premises in a clean and orderly state (at City's discretion).*

# *Additional Rental Options*

## **Tented Reception Area Rentals**

**\$200/hour \$250 Security Deposit\***

Large open grassy area available to hold tents for receptions or any other celebrations of choice.



Alcoholic beverages may be served at this location only and only with City approved bartenders, at an additional cost to renters of \$150 for a 5 hour minimum contract.

No equipment is provided. It is the renter's responsibility to bring adequate supplies of tables, chairs, linens, etc.

No additional deposit is required if Gazebo or Courtyard is already booked by renter.

If tented reception area is only area being rented by renter, an additional \$60 per hour is needed to include the Church Annex for public restroom access or other arrangements must be made.

## **Church Rental**

**\$60/hour \$100 Security Deposit\***

Church rentals include 5 round tables with 40 chairs along with 2 head tables that will seat 8.



## **Annex Rental**

**\$60/hour \$100 Security Deposit\***

Rental of the Annex area includes 5 round tables with 40 chairs.



*\*Security Deposit will be processed 5 days after the event. Deposit credit may take up to 15 days to be issued once processed. Provided the renter is out on time and has left the premises in a clean and orderly state (at City's discretion).*

# Rental Rules & Regulations

Applicant/Renter understands and agrees that their initial deposit will be forfeited if applicant/renter cancels the City of Southfield, Parks & Recreation Department Agreement without ninety (90) days prior notification of said function/event.

Applicant/Renter understands and agrees that the rental areas have hourly rental time frames depending on the area rented. This does not include move in (setup)/move out (break-down) times, additional hours can be purchased for this purpose. Anything over the allotted time could be deducted from your deposit.

Applicant/Renter understands that the rentals are available only until dusk (9:30 p.m. during the Summer months {June– August} and 7:30 p.m. most other months).

Applicant/Renter understands and agrees that the City of Southfield, Parks & Recreation Department reserves the right to require sufficient time to process applications and may limit the frequency of use of the facility or property. City of Southfield, Parks & Recreation Department has the final decision on the use of any facility.

Applicant/Renter agrees to maintain the facility floors in a safe and clean manner. Applicant/Renter agrees to pick-up all trash and decorations from area and place in trash receptacles at the end of function/event. Failure to remove trash and decorations will result in a deduction from deposit.

Applicant/Renter understands and agrees that the use of glitter, confetti, shredded paper and other small paper decorations is prohibited by the City of Southfield, Parks & Recreation Department.

Parks & Recreation Department decorating company will place and remove tables and chairs—any re-arrangement placement must be done by the Applicant/Renter.

Any extra equipment i.e. chairs, tables, linens, flower arrangements, are the responsibility of the applicant.

Please make alternate plans in the event of inclement weather as indoor facilities are not available unless also rented.

All tent rentals and their set-ups must have location approval prior to set up due to underground irrigation and utilities lines. No stakes anywhere driven into the ground inside the Gazebo and Memorial Gardens fenced area.

The serving of any alcoholic beverages on-site requires a City bartender for a \$150/5 hr. minimum contract — NO EXCEPTIONS.

No rice, confetti, grass or bird seed, etc. is to be thrown anywhere on the premises. Real flower petals only please. If silk or artificial flowers petals are thrown, it is the Applicant/Renters' responsibility to remove. Failure to clean-up items will result in a deduction of \$1.50 per item from the Security Deposit.

No open flames allowed anywhere on the Burgh Historical Park grounds, inside or outside.

Decorating of the Gazebo is allowed, however no nails, staples or any other fastener leaving a hole in the structure can be used. Zip wire and pipe cleaner ties are acceptable fasteners. No decorations are allowed on the arbor.

Rehearsal times may be requested. If grounds are available for rehearsals, Friday evening will be granted however no staff will be on-site to open any building and/or restrooms.

No dressing rooms are available on site. The Church is used solely as a staging area for the bride prior to the ceremony. Bride and all attendants should arrive dressed.

Cancellation or any changes of your event must be done in writing or via E-mail from the person named on application.

Applicant/Renter will assist the City of Southfield, Parks & Recreation Department in enforcing the NO SMOKING POLICY. Failure to comply with this regulation will cause said function/event to be closed immediately.

Applicant/Renter understands and agrees that the City of Southfield, Parks & Recreation Department reserves the right to nullify any/all APPLICATIONS and AGREEMENTS within a seven (7) day grace period of function/event to generate space for City functions. Applicant/Renter understands and agrees that the City of Southfield, Parks & Recreation Department will be held harmless for any loss of profits or expenditure that may originate due to cancellation.

Applicant/Renter understands and agrees that by submitting Security Deposit and application, you are acknowledging that you have read and fully understand all the Rules and Regulations set forth by the City of Southfield in this packet. Applicant/Renter understands and agrees that to the best of their ability these Rules and Regulations will be followed and carried out completely.



# Burgh Historical Park - Rental Application



Please return completed form, with deposit, to  
Southfield Parks & Recreation Building, 26000 Evergreen Road, Southfield, MI 48076

\_\_\_\_\_ Today's Date

## Event Information

Contact Name \_\_\_\_\_

Date Requested - 1<sup>st</sup> Choice \_\_\_\_\_

Date Requested - 2<sup>nd</sup> Choice \_\_\_\_\_

Please provide Bride and Groom's names.  
\_\_\_\_\_

## Mailing/Billing Information

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

E-mail \_\_\_\_\_

## Rental Information

Setup Time \_\_\_\_\_  
*(Reminder - setup time is an additional fee.)*

Event Start Time \_\_\_\_\_

Event End Time \_\_\_\_\_  
*All rental groups must end at stated time and leave area in same condition found.*

Number of Participants/Guests \_\_\_\_\_

Rental Area Options:

**Gazebo Rental**

**Courtyard Rental**

**Tented Reception Rental**

**Church Rental**

**Annex Rental**

Setup Information:

\_\_\_\_\_  
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