Burgh Historical Park
Rental Packet

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

(248) 796-4627........ Direct
(248) 796-4620........ Main
www.cityofsouthfield.com

We Create Community through People, Parks and Programs
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.

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.

$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).
**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.

*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).

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**Church & Annex Rental**
$120/hour  $150 Security Deposit*
Church and Annex rentals include 9 round tables with 72 chairs along with 2 head tables that will seat 8.

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**Annex Rental**
$60/hour  $100 Security Deposit*
Rental of the Annex area includes 5 round tables with 40 chairs.
Rental Rules & Regulations

All Applicants/Renters MUST comply with the Rules & Regulations listed below. Failure to do so may result in deduction from or forfeiture of Rental Deposit. If you have any questions or concerns regarding any of these rules, or would like more clarification, please contact your Parks & Recreation representative.

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 the function/event.

Rental areas have hourly rental time frames. This does not include move in (setup)/move out (break-down) times, additional hours can be purchased for this purpose.

Rentals are available only until dusk (9:30 p.m. during the Summer months, June–August, and 7:30 p.m. most other months).

Renter must maintain the facility floors in a safe and clean manner. All trash and decorations must be placed in trash receptacles at the end of function/event.

The use of glitter, confetti, shredded paper and other small paper decorations is prohibited.

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

Any extra equipment such as chairs, tables, linens and flower arrangements, are the responsibility of the Renter.

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 are to be 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, Renter is responsible for their remove.

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.

Cancellations or any changes to your event must be done in writing or via e-mail from the person named on application.

Renter will assist the City of Southfield, Parks & Recreation Department in enforcing the NO SMOKING POLICY. Failure to comply will result in immediate closure of the function/event.
Burgh Historical Park - Rental Application

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

Event Information

Contact Name

Date Requested - 1st Choice

Date Requested - 2nd 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 Event Start Time Event End Time

(Reminder - setup time is an additional fee.)

Number of Participants/Guests

Rental Area Options:

Gazebo Rental Courtyard Rental Tented Reception Rental

Church Rental Annex Rental

Setup Information:
Make your event Better at the Burgh!

Call (248) 796-4627 today to make an appointment to view the site.

www.cityofsouthfield.com