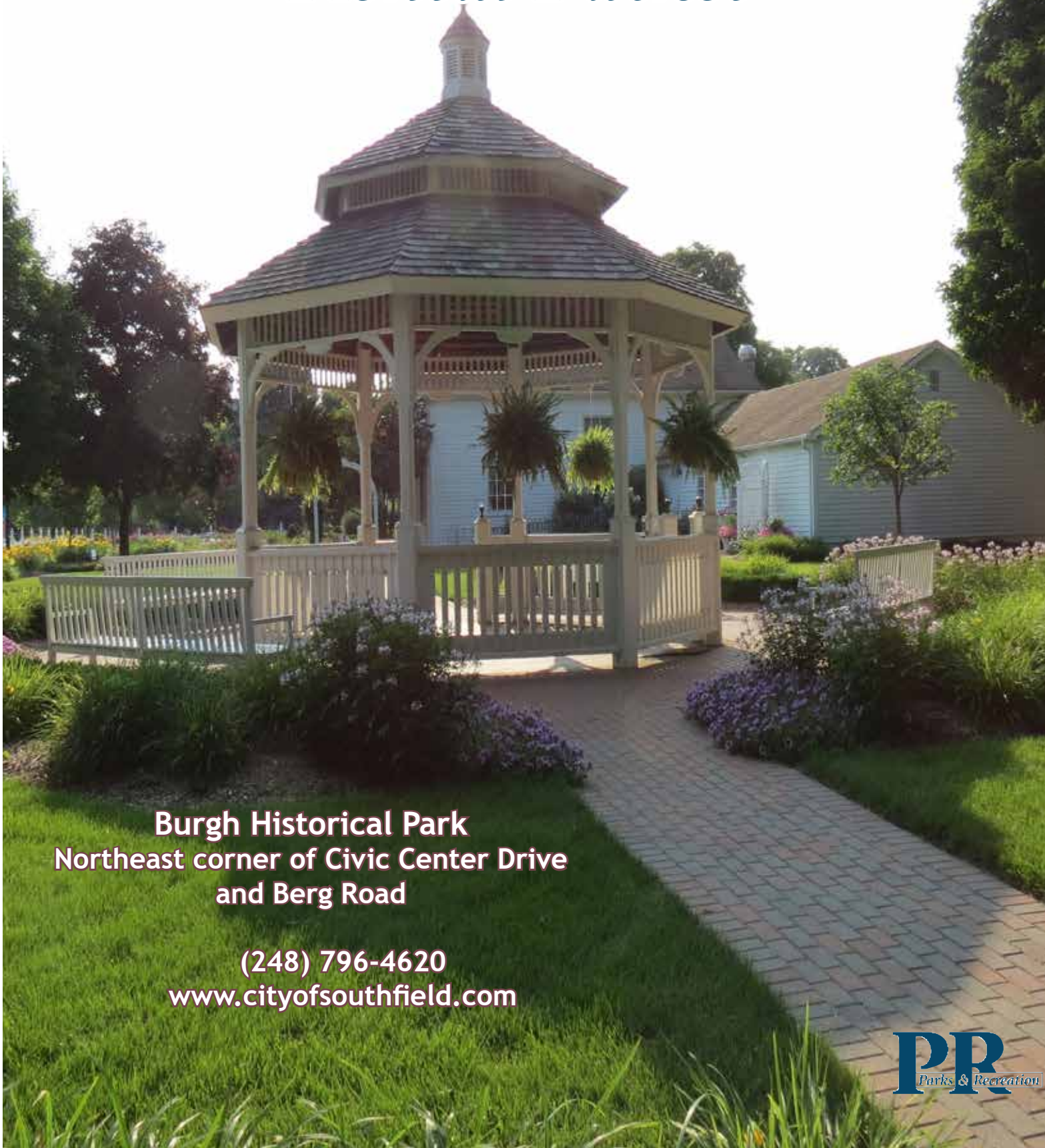


# *Burgh Historical Park Rental Packet*



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

**(248) 796-4620**  
**[www.cityofsouthfield.com](http://www.cityofsouthfield.com)**



*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 pay a 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 60 days prior to the scheduled dates (failure to pay on time will result in the loss of your rental date and Deposit).*



# *Gazebo Garden Wedding*

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

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.



**\$600/2 hour minimum**  
**\$200 Deposit to hold space\***  
(\*credited to your balance due)

The Church Annex, also included, is air conditioned and public rest rooms 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.

*\* Final payment is due 60 days prior to your event. Additional charges apply if renter is not out on time and/or has not left the premises in a clean and orderly state (at City's discretion). You will be notified if your credit card will be charged additional fees.*



# *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.

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 rest rooms

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**  
**\$200 Deposit to hold space\***  
(\*credited to your balance due)



*\* Final payment is due 60 days prior to your event. Additional charges apply if renter is not out on time and/or has not left the premises in a clean and orderly state (at City's discretion). You will be notified if your credit card will be charged additional fees.*

# *Additional Rental Options*

## **Reception Area Rentals**

**\$200/hour**

**\$200 Deposit to hold space\*** (\*credited to your balance due)

Large open grassy area available 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 tents, tables, chairs, linens, etc.

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

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

## **Church & Annex Rental**

**\$120/hour**

**\$150 Deposit to hold space\***  
(\*credited to your balance due)

Church and Annex rentals include 9 round tables with 72 chairs along with 2 head tables that will seat 8.



## **Annex Rental**

**\$60/hour**

**\$100 Deposit to hold space\***  
(\*credited to your balance due)

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

*\* Final payment is due 60 days prior to your event. Additional charges apply if renter is not out on time and/or has not left the premises in a clean and orderly state (at City's discretion). You will be notified if your credit card will be charged additional fees.*

# *Frequently Asked Questions*

Below are answers to some frequently asked questions that will help you when planning your event. This information will prove to be valuable as you make your decisions regarding renting space at the Burgh Historical Park. If you have any questions not addressed here, please contact your Parks & Recreation representative.

## ***What times are available for rentals?***

Rentals are available only until dusk (9:30 pm June – August, 7:30 pm most other months).

## ***Can I decorate the Gazebo?***

Yes, decorating of the Gazebo is allowed, however no nails, staples or other fasteners leaving a hole in the structure can be used. Zip ties or pipe cleaners are acceptable. No decorations are allowed on the arbor.

## ***What kind of decorations are not allowed?***

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

## ***Can we throw rice as part of the wedding ceremony?***

Rice, confetti, grass or bird seed, etc. is not allowed to be thrown anywhere on the premises. Real flower petals only, please. If silk or artificial flower petals are thrown, Renter is responsible for their removal.

## ***Are we able to come early to set-up and stay late to clean up?***

Set-up and clean up times should be included in your hourly rental time frame, i.e.: If your event is from 2 pm-5 pm, set-up is from 12 pm-2 pm and clean up is from 5 pm-6 pm, your Total Rental Time would be 6 hours.

## ***Are we allowed to serve alcohol at our event?***

Serving of alcoholic beverages on-site requires a City bartender for a \$150/5 hr. minimum contract. There are NO EXCEPTIONS.

## ***Can we have a rehearsal the evening before our wedding?***

Rehearsal times may be requested. If grounds are available Friday evening your request will be granted, however no staff will be on-site to open any buildings and/or rest rooms.

## ***What is included in our rental fee?***

We provide placement and removal of the chairs and tables, which must be requested with your Rental Agreement. Any extras such as linens, flower arrangements, P.A. systems, etc., are the responsibility of the Renter.

## ***What are some of our other responsibilities?***

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

## ***Can we set-up a tent or rain shelter?***

All tent rentals and their set-ups must be outside of the fenced area and have location approval prior to set-up due to underground irrigation and utilities lines. No tents of any kind are allowed inside the Gazebo and Memorial Gardens fenced area.

## ***Can we use candles as part of our decorations?***

Since the Burgh is an historic site with buildings over one hundred years old, no open flames are allowed anywhere on park grounds, inside or outside. We also ask you to assist the City of Southfield P&R Department in enforcing the NO SMOKING POLICY. Failure to do so will result in function/event to be closed immediately.

## ***Can we get dressed after arriving at the park?***

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.

## ***What if I have to cancel or change my event?***

Cancellation of an event must be done 90 days prior to the event date. Failure to do so will result in forfeiture of initial deposit. Changes to your event must be done in writing or via e-mail by the person named on application.



# 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 \_\_\_\_\_

Type of Event \_\_\_\_\_

## 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





*Make your event*

*Better at the Burgh!*

Call (248) 796-4620 today to make an appointment to view the site.

[www.cityofsouthfield.com](http://www.cityofsouthfield.com)