

Facility Rental Information

Springfield Oaks County Park

Ellis Barn • Event Center • The Pavilion



Rental Packages

Day Rentals

Includes access to the rental site for up to six hours, unless otherwise noted. Additional rental hours for the Event Center may be added on for \$50/hour. Rental of the Event Center includes access to The Grand Hall and The Carousel Hall. Additional rental hours for the Ellis Barn may be added on for \$50/hour.

Event Center

Monday – Thursday \$800/day
Friday – Sunday \$2,000/day

The Grand Hall

Monday – Thursday \$400/day
Friday – Sunday \$1,200/day

The Carousel Hall

Monday – Thursday \$400/day
Friday – Sunday \$1,200/day

Ellis Barn (May-October)

Monday – Thursday \$800 (3-hr rental)
Monday – Thursday \$1,500 (8-hr rental)

The Pavilion \$350/day

Weekend Rentals

Includes three days of access to the rental site.

Friday: 12 p.m. – 12 a.m. (6-hr maximum)
Saturday: 8 a.m. – 12 a.m. (10-hr maximum)
Sunday: 10 a.m. – 2 p.m. (4-hr maximum)

Event Center \$3,000

Ellis Barn (May-October) \$5,000

General Information

- A \$500 security deposit is required for all rental agreements and will be returned within 30 days after the event.
- Rental fee and security deposit are due at the time of rental. Credit card or check only.
- Event festivities, including music and alcohol service, must end by 11 p.m. All visitors must be off-site by 12 a.m.
- Venues are rented as is. Additional services must be organized by the renter.
- For additional questions please call our reservation line at 248-599-2708 or secreervations@oakgov.com.

Capacity

Tables and chairs are included in the rental of the Event Center. The Ellis Barn offers table and chair rentals (in addition to the rental of the venue) for \$100.

The Grand Hall Maximum Capacity

- Banquet Style (tables and chairs) 560
- Auditorium Style (chairs only) 800

The Carousel Hall Maximum Capacity

- Banquet Style 250
- Auditorium Style 465

Ellis Barn Maximum Capacity

- Banquet Style (Lower-Level Reception, round tables) 150
- Banquet Style (Lower-Level Reception, rectangle tables) 130
- Banquet Style (Upper-Level Reception, round or rectangle tables) 250

The Pavilion Maximum Capacity

- Banquet Style (Picnic Tables) 250

Parking

Event Center

Capacity: 200 +

A paved, accessible parking lot is available directly adjacent to the building.

Ellis Barn

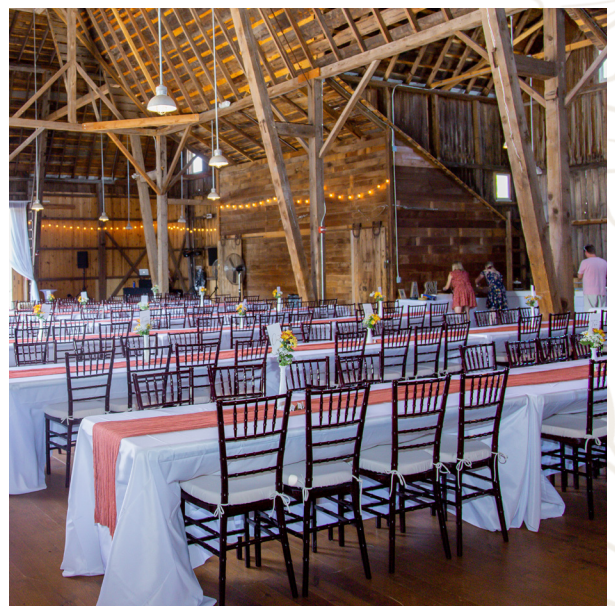
Capacity: 200 +

A paved, accessible parking lot is available directly adjacent to the building.

The Pavilion

Capacity: 200 +

A paved, accessible parking lot is available directly adjacent to the venue. Unpaved parking is also available.



Schedule a Tour

Private tours of each venue are available by appointment, Monday - Thursday from 9 a.m. to 5 p.m. Please fill out the Rental Inquiry Form and a member of our team will reach out to confirm a time and date that works for you.

Cancellation Policy

Cancellation/termination of contract 30 days or more before start date/time: If the renter cancels/terminates the agreement 30 calendar days or more prior to the start date/ time listed in the agreement, then 10% of the rental fee will be kept by OCPRC and the rest of the security deposit and rental fee will be returned to the renter.

Cancellation/termination of contract less than 30 days before start date/time: If the renter cancels/terminates the agreement less than 30 days before the start date/time listed in the agreement, then only the security deposit will be returned to the renter.

For more information regarding the cancellation policies, please refer to the General Terms and Conditions in the Facility Use Agreement (FUA).

Insurance Policy

A special event policy (naming the County of Oakland as additional insured) held by the renter is required to rent the Event Center or Ellis Barn. Oakland County is self-insured; therefore, renters are not covered by Oakland County Parks and Recreation insurance. A \$1,000,000 per occurrence/\$2,000,000 general aggregate Special Event General Liability policy will be required. If alcohol will be served, Host Liquor Liability Coverage (\$1,000,000) must also be included.

Certificates of Insurance (with County of Oakland named as additional insured per the rental agreement) is required for the catering company and any vendors that set up on the grounds surrounding the Event Center or Ellis Barn. Oakland County Parks recommends that all other vendors (DJ, party rentals, photographer, florist, etc.) have Certificates of Insurance, but proof is not required by the County of Oakland.

For more information, call (248) 599-2708.



Event Center

The Grand Hall and Carousel Hall

Ideal for weddings, family reunions, corporate events and mixed-use recreation

Venue Details

- Bridal/Hospitality Suite
- Onsite, modern restrooms
- Tables and chairs included (for indoor use). Additional seating for the outdoor event space located off Carousel Hall is available, \$1/chair.
- The Carousel Hall has heat and air conditioning. The Grand Hall has heat only.

Food

The use of Sterno products to heat food is permitted. A small kitchen area, including a refrigerator, sink, and small microwave are available for use. Renters may also coordinate caterers.

Decorating Guidelines

Permitted Items:

- Twinkle/String lights
- Contained candles
- Helium balloons
- Non-residue tape
- Command Hooks

Non-Permitted Items:

- Confetti/Glitter/Streamers
- Hay/Straw
- Rice
- Space heaters/Open flames
- Nails/Tacks
- Sparklers
- Clothing irons
- Duct tape, masking tape, or scotch tape on floors, walls or furniture



The Carousel Hall



The Grand Hall

Ellis Barn

Ideal for weddings and formal events

Venue Details

- Bridal/Hospitality Suites
- Restroom Trailer and Handicap Accessible Portable Restroom facilities
- Rental Season: May – October
- Prep/Storage Rooms
- No heating or air conditioning

Decorating Guidelines

Permitted Items:

- Twinkle/String Lights
- Fabric/Garlands draped over barn beams
- Battery-powered tea lights
- Hay bales (for seating)
- Non-residue tape
- Rope/Twine
- Zip Ties

Non-Permitted Items:

- Candles/Open flames
- Helium balloons
- Nails/Tacks
- Cables/Wires/Chains
- Hot Glue Guns
- Coffee Makers
- Confetti/Glitter/Rice
- Streamers
- Space Heaters
- Blow dryers/Curling irons
- Sparklers
- Clothing irons
- Duct tape, masking tape, or scotch tape on floors, walls or furniture



Ellis Barn

Accommodations

Rental of the Ellis Barn also includes access to the Springfield Oaks County Park Campground. Guests are invited to utilize the space throughout the rental period.

Food

Food may not be prepared inside the barn. Any meal service during the event must be prepared and served by an outside catering service. Food may be cooked/heated at least 100 feet away from the Ellis Barn and then served inside the venue.

No heating elements are permitted inside the barn.

Restrooms

Restroom facilities are located directly offsite and include a restroom trailer and accessible portable restroom. The restroom trailer has heat, air conditioning, and running water. There are no electrical outlets.

There is an additional accessible restroom facility approximately 500 feet from the Ellis Barn. Staff will be available to escort guests via golf cart to this facility during the event. Please note that this restroom is open for public use and may be utilized by park visitors during the event.

Accessibility

Rental of the Ellis Barn includes access to the upper and lower level of the venue. Renters will have access to the Ellis Barn Vertical Lift, a two-person elevator providing access to both levels. The lift can accommodate one occupant in a wheelchair and an additional individual, as needed. The lift is exclusively designated for accessibility services, not the transportation of material goods.

The lower level also features access to a paved ramp leading to the paved parking spaces outside of the Ellis Barn.



The Pavilion

Ideal for outdoor celebrations, family reunions and graduation parties

Venue Details

- Rental Season: May – October (excluding July)
- Onsite, modern and accessible restrooms

Food

The use of Sterno products to heat food is permitted. Potable water is available. Renters may also coordinate caterers.

Decorating Guidelines

Permitted Items:

- Twinkle/String Lights
- Contained candles
- Helium balloons
- Non-residue tape
- Hay/Straw

Non-Permitted Items:

- Confetti/Glitter/Rice
- Streamers
- Nails/Tacks
- Sparklers
- Duct tape, masking tape, or scotch tape on floors, walls or furniture



Rental Guidelines

Please adhere to the following guidelines, per your rental agreement.

- All doors must remain unlocked before, during and after the event. Springfield Oaks Parks Staff will unlock all buildings before rental period.
- All open food and drink must be covered or removed at night.
- No décor of any kind may be attached, suspended, or wrapped on any of the interior or exterior light fixtures or conduits.
- No décor of any kind may be tacked, nailed, stapled, or permanently taped to any surface of the rental facility. Non-residue tape is allowed. Failure to comply will result in the forfeiture of your security deposit.
- All electrical cords, utility cables, and speaker wires that cross walkways must be secured with plastic utility cable covers or non-residue tape.
- A-frame ladders up to 10 feet in height with protective feet are permitted. Extension ladders are not permitted. Ladders are not provided.
- Signage may not be removed from the interior or exterior of any rental facility. Failure to comply will result in the forfeiture of your security deposit.
- Oakland County Parks must approve the location of any exterior tents or equipment that needs to be staked or secured in the ground.
- Service animals are permitted in the rental facilities but are not permitted in the carpeted areas of Carousel Hall.

Ellis Barn-Specific Restrictions

- No items may be set up in the stairwell.
- No open flames or heating units (curling irons, Sterno products, halogen lights, coffee makers etc.) are allowed within 100 feet of the Barn.
- No air conditioning units are allowed in the Barn.
- Beverage containers and kegs must be secured to prevent leaks.
- Only ropes may be used to secure décor to the Barn beams. No cables, wires, or chains may be used.
- Vehicles may access the Barn ramp for drop-offs or pick-ups only. After loading, vehicles must be moved to a designated parking spot.

Table and Chairs

- Tables must be properly sanitized after use. Springfield Oaks Parks Staff will provide cleaning supplies.
- All tables and chairs must be moved using appropriate equipment. Please do not drag tables and chairs across the floor.
- Springfield Oaks Park Staff will provide instructions for storing tables and chairs before the rental period. Failure to properly store tables and chairs after rental period will result in the forfeiture of your security deposit.

Vehicles and Deliveries

- No vehicles may enter the rental facilities.
- Rental items may not be delivered prior to the rental period. All rental items must be removed from the facilities within the rental period.

Curfew

- Event festivities, including music and alcohol service, must end by 11 p.m. All visitors must be off-site by 12 a.m.
- Events scheduled to end before 12 a.m. must also end music and alcohol service one hour before the scheduled end time of their rental period.
- Guests, vendors, and all personal belongings must be out of the rental facility by the end time of the rental period.

Rental Inquiry Form

Springfield Oaks County Park

Ellis Barn • Event Center • The Pavilion

Please fill out form and email to secreservations@oakgov.com.

Name: _____

Email: _____

Phone: _____

Venue(s) of Interest: Check all that apply.

- ☐ Event Center
- ☐ The Grand Hall
- ☐ The Carousel Hall
- ☐ Ellis Barn
- ☐ The Pavilion

Rental Period:

- ☐ Day Rental
- ☐ Weekend Rental

Rental Date(s) of Interest: _____

Event Details: What kind of event are you planning?

- ☐ Wedding
- ☐ Celebration of Life
- ☐ Family Reunion
- ☐ Work Event
- ☐ Youth Programming
- ☐ Other: _____

Interested in a Tour? ☐ Yes ☐ No

Private tours are offered Monday – Thursday, from 9 a.m. to 5 p.m.
If you are interested in a tour, a member of our team will reach out to confirm a time and date that works for you.