

**City of Lathrup Village**

27400 Southfield Road, Lathrup Village, WA 98576  
248-557-2600 ext.224



Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Home Phone ( ) \_\_\_\_\_ work Phone ( ) \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Cell ( ) \_\_\_\_\_

Date Requested \_\_\_\_\_ Day of Week \_\_\_\_\_

Area(s) Requested: Community Room \_\_\_\_\_ Meeting Place \_\_\_\_\_ Conference Room \_\_\_\_\_ Kitchen \_\_\_\_\_

If YES to Kitchen: (Self) \_\_\_\_\_ or (Caterer) \_\_\_\_\_

Time of Arrival: \_\_\_\_\_ End Time: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

Attendance: Minimum: \_\_\_\_\_ Maximum: \_\_\_\_\_ # Youth \_\_\_\_\_ # Adults \_\_\_\_\_

\*There must be 1 Adult over the age of 30 for every 8 youth attendees (Youth deemed as 17 years or younger)

WILL ALCOHOLIC BEVERAGES BE CONSUMED? ( Beer, wine, etc.) \_\_\_\_\_ YES \_\_\_\_\_ NO

( if YES, Alcohol permit must be completed ( no charge).

**DAMAGE AND CLEAN UP AGREEMENT**

**Said group agrees to pay the City of Lathrup Village ACTUAL costs for damage to any property caused by said groups at said location, AND said group agrees to pay the City of Lathrup Village a sum not to exceed \$100 per area used if the area by said group is not CLEANED UP and returned to the condition in which it was found**

**RELEASE AND HOLD HARMLESS AGREEMENT**

In consideration of entering into this agreement with the City of Lathrup Village, the undersigned, by this instrument does hereby expressly stipulate and agree to release, waive, discharge and indemnify and forever hold harmless the City of Lathrup Village, its departments, offices, officers, its assigns, agents servants and employees and volunteers of any damage, loss, injury or death which heretofore has been or which may hereafter be sustained by the said INDIVIDUAL, GROUP, ORGANIZATION OR FAMILY as a consequence of their participation in any and all activities in connection with this agreement.

This release extends and applies to, and also covers and includes, all unknown, unforeseen, unanticipated and unsuspected injuries, damages, death, loss and liability, and the consequence thereof, as well as those now disclosed and known to exist. The provisions of any state, federal, local or territorial law or statute providing in substance that releases shall not extend to claims, demands, injuries, death or damages, which are unknown or are unsuspected to exist at the time to the person executing such release, are hereby expressly waived.

Having read the above conditions and receiving the guidelines pertaining to this rental I/we agree to adhere to the conditions of this agreement, and the guidelines established by the City of Lathrup Village.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

### FACILITY FEE SCHEDULE

- Please note that use of the kitchen refers to use of the stove top/ovens, refrigerator, ice machine, coffee maker and dishwasher only. NO cooking from scratch, foods to be reheated, warmed and or cooled only.

### MEETING PLACE:

Monday – Friday: 8:00 a.m. – 8:30 p.m.      FEE: \$45.00 (3 hr maximum)  
\*June-August 8:00 a.m. – 4:00 p.m.

Saturday: 8:00 a.m. – 12:00 p.m.      FEE: \$45.00 ( 3hr maximum))  
\*Not available June- August

Saturdays' after 12:00 p.m.      FEE: \$45 + \$120.00 staffing fee (3 hour maximum)

### COMMUNITY ROOM

#### DEPOSIT: \$300 CASH, CERTIFIED CHECK OR MONEY ORDER ONLY

Monday – Thursday: 8:00 a.m. – 8:30p.m.      FEE: \$100 per hour, (4 hr min/ 8 hr max)  
\*June-August 8:00 a.m. – 4:00 p.m.

Friday – Sunday: 12:00 p.m. – 12:00 a.m.      FEE: \$100 per hour, (4 hr min /8 hr. max)

*Kitchen Use With Room Rental Only: Flat fee of \$100*

*NO Children Allowed in the kitchen*

### FINANCIAL OBLIGATION:

Deposit: \$300: Cash, Certified Check or Money Orders Only.  
Deposit Due when filling out application to hold your date  
Balance of room rental is due in FULL 3 weeks prior to your event.  
Cash, Money Order or Certified Check only

\$300 Security Deposit will be refunded within 30 days after the completion of the event. Deductions will be made from the deposit for any outstanding fees incurred, and for losses or damage, which occurs during the use of the facility along with an explanation of those damages. Deductions will be applied if the facility is used longer than the original contracted amount of time.

**CANCELLATION POLICY:**

Parties that are cancelled from the date of reservation up to 60 days prior to the event will result in \$150 deducted from your deposit.

Parties that are cancelled within 59-30 days of the event will result in \$210 deducted from your deposit.

Parties that are cancelled within 30 days of the event will result in total loss of your \$300 deposit.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

**DEPOSIT ACCEPTED:**

**Date:** \_\_\_\_\_

**Amount:** \$ \_\_\_\_\_

**\*\*Parties vacating the premises after the booked rental time will be charged \$100 from the deposit, this includes attendee's, caterer's, DJ's etc.\*\***

**Room Fee (# of hours X \$100) :** \$ \_\_\_\_\_

**Non refundable Clean Up Fee:** \$50

**Kitchen Use Fee:** \$ 100  **Projector Fee:**\$20  **Audio Fee :**\$15

**Total Balance Due:** \$ \_\_\_\_\_ **Due Date:** \_\_\_\_\_

**Payment Received By:** \_\_\_\_\_

**Payment method:** CASH MONEY ORDER CERTIFIED CHECK **AMOUNT:** \$ \_\_\_\_\_

**Date:** \_\_\_\_\_

Contact Maralee Rosemond @ 248-557-2600 ext. 224

[recreation@lathruovillage.org](mailto:recreation@lathruovillage.org)

## Rules and Regulations

1. The applicant booking the facility MUST sign in with the staff on duty, proof of identity must be provided (drivers license), and said applicant must stay on premise during the entire function.
2. The applicant /caterer must provide all dinnerware, silverware, and serving dishes, table linens etc. for the function, unless paid for in the reservation application.
3. If booking the kitchen, use of the stove, ovens, refrigerator, coffee pot, and ice machine is permitted. Foods are to be re-heated, warmed and or cooled, NO cooking from scratch permitted. Kitchen MUST be left in a clean state.
4. Decorations are limited to the tables only. Nothing may be attached to the walls, ceiling or fans in any way. No loose decorations such as confetti or glitter may be used.
5. All guests must vacate the premises no later than the stipulated time for the specific day and room rented.
6. If you are having alcohol at your community groups event, an Alcohol Permit must be filled out and stamped by the Police Department as stated in the application.
7. We ask that you take from the building ALL items that you have brought in for your party at the completion of the event/function. The City of Lathrup Village is NOT responsible for those items left behind by you or your members of your function.
8. If you are NOT using the kitchen it will be locked down. You must provide all of your own ice, water, serving dishes, utensils, table linens etc...
9. NO SMOKING IS PERMITTED IN THE BUILDING AT ANY TIME
10. When the facility is booked for a "high school" graduation open house/gathering/party alcohol is strictly prohibited. Parties observed having alcohol will be closed immediately.

I hereby certify that I have read the above provisions for the Community Room Rental which I am renting for my use and that I will be in attendance at the function.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_