

**City of Lathrup Village
27400 Southfield Road, Lathrup Village, MI 48076**

Facility Rental Application

Resident Rentals

Name: _____

Address _____

City: _____ State: _____ Zip: _____

Home Phone () _____ work Phone: () _____

E-Mail Address _____ Cell () _____

Date(s) Requested _____ Day of Week _____

Area(s) Requested: Community Room _____ Meeting Place _____ Conference Room: _____ Kitchen _____ (self) or
(caterer) _____

Time of Arrival: _____ End Time: _____ Total Hours: _____

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: _____

RESIDENT RENTAL

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. ROOM FEE: \$35.00 (3 Hr. Maximum)
*June-August 8:00 a.m. – 4:00 p.m. only

Saturday: 8:00 a.m. – 12:00 p.m. ROOM FEE: \$35.00 (3 hours total)
*Not available June - August

Saturdays' after 12:00 p.m. ROOM FEE: \$35 + \$120.00 staffing fee , (3 hour max)

COMMUNITY ROOM :

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

Monday – Thursday: 8:00 a.m. – 8:30p.m. ROOM FEE: \$75 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. ROOM FEE: \$75 per hour, (4 hr min/8 hr max)

Kitchen Use Allowed With Room Rental Only Flat Rate of \$80

NO Children Allowed in the Kitchen

FINANCIAL OBLIGATION:

Deposit: \$300.00. Cash, Money Order or Certified Check 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 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 attendees, caterers, DJ's, etc.~~

Room Fee: (# of hours X \$75): \$ _____ Non refundable cleaning fee \$50

Kitchen Use Fee: \$80 _____ Projector: \$20 Audio: \$15

Total Balance Due: \$ _____ Date Due: _____

Payment received By: _____ AMOUNT: \$ _____

Payment Method: Cash Money Order Certified Check

Date: _____

Contact Maralee Rosemond @248-557-2600 ext. 224 or email recreation@lathrupvillage.org

For further questions or concerns.

Rules and Regulations

1. The resident booking the facility MUST sign in with the staff on duty, proof of residency must be provided (drivers license), and said resident must stay on premise during the function.
2. The resident /caterer must provide all dinnerware, silverware, and serving dishes, table linens etc. for the function.
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.
4. Decorations are limited to the table 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.
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 BUIDLING AT ANY TIME**
1. **When the facility is rented for a high school graduation open house/ party or gathering alcohol is strictly prohibited. Parties observed having alcohol will be closed immediately.**
- 2.

I hereby certify that I have read the above provisions for the Community Room Rental which I am renting for my use as a resident, and that I will be in attendance at the function, and that I am not renting the facility for a non-resident.

Signature: _____

Date: _____