



City of Grosse Pointe Woods Parks and Recreation Department

20025 Mack Plaza, Grosse Pointe Woods, Michigan 48236
Telephone: 313-343-2408 • Fax: 313-642-5105 • Email: comctr@gpwwmi.us

Application for Use of Grosse Pointe Woods Soundstage

Applications must be submitted 60 days prior to requested use date and must have approval by City Council to use the Grosse Pointe Woods Soundstage.

ORGANIZATION INFORMATION

Date of Application: 5-12-2022
 Organization Contact Person: Shavonne Lau
 Phone Number: 313-343-2560
 Name of Organization: City of Harper Woods
 City, State, Zip: Harper Woods, MI 48225
 Email: HarperWoodsParks@harperwoods.net

EVENT DETAILS

Date of Rental Request: June 18th + June 19th
 Address of Event: 19191 Vernier Rd
 Date/Time of Set-up: June 18th - 4pm
 Event Name: Juneteenth Event
 City of Event: Harper Woods
 Date/Time Take-down: June 19th - 5pm

CONDITIONS GOVERNING THE USE OF THE SOUNDSTAGE

- The fee for use of the Soundstage is \$2,000.00.
- The event location must provide space to allow free access in and out of the area.
- The Soundstage is 35' long an 8' wide. If it is necessary to add the extensions there will be an added fee to cover the additional labor costs.
- The Soundstage will be delivered to the site, set up and supervised by assigned employees of Grosse Pointe Woods Public Works.
- The Soundstage shall not be used for the purpose of dispensing refreshments such as ice cream, soft drinks, and other food or drink products.
- No decorations, signs, paint, tape and/or any other appearance adjustment will be allowed without permission of this Department.
- The shell must be grounded at all times while electrical supply is connected.
- The organization agrees to assist and respect any or all decisions made by the person that has been hired by the City of Grosse Pointe Woods Department of Public Works to take responsibility for setting up and taking down the shell
- The organization agrees to meet all applicable sound curfew and group restrictions.
- The organization agrees to provide a night guard, to keep watch on the Soundstage and all equipment associated, whenever the Soundstage is rented for more than one day.
- The organization agrees to assume full responsibility for damages and/or losses to the Soundstage and all equipment.
- Applicant must provide a \$100,000.00 property and a minimum \$1,000,000.00 liability insurance policy with "The City of Grosse Pointe Woods listed as additionally insured" under "Description of Operations".


I have read and agree to the Conditions Governing the Use of the Soundstage.


Applicant Initials

HOLD HARMLESS AGREEMENT

The undersigned agrees to make financial restitution to the City for any damage to or loss of City property or equipment caused by the above named group or any individual present at this event. Further, the undersigned does hereby release and hold harmless the City of Grosse Pointe Woods, its elected or appointed officials, employees and volunteers from any and all claims or loss resulting in bodily injury or property damages caused by the undersigned or any third party present at this event. Further, the undersigned agrees to financial reimbursement to the City if additional cleanup is necessary by city employees. The City reserves the right to cancel arrangements in case of emergencies with or without notice.

Liability insurance coverage must be submitted with the application. Such insurance shall state "The City of Grosse Pointe Woods is listed as an additional insured." under "Description of Operations" be in a form acceptable to the City and certificates of such insurance coverage shall be furnished upon request and prior to the use of the facilities. If deemed necessary, the user will provide security coverage as directed, and will also be responsible for associated costs.

Applicant Signature 

Date 5-12-22

OFFICE USE ONLY

Insurance submitted with application: Yes No
 Recommended for approval as submitted: Yes No
 Recommended for approval as submitted: Yes No

Insurance rating: _____
 Signature & Date:  5-17-22
 Department Head Date
 Signature & Date:  5-20-22
 City Administrator Date

Council Approval Date: _____



michigan municipal league

Liability & Property Pool

CERTIFICATE OF COVERAGE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED AS LISTED BELOW.

Name and Address of Participant:

City of Harper Woods

19617 Harper Ave.

Harper Woods, MI 48225-2095

Coverage Afforded:

Michigan Municipal League Liability and Property Pool

1675 Green Road

Ann Arbor, MI 48105-2530

Name and Address of Service Provider:

Meadowbrook, Inc.

P.O. Box 2054

Southfield, MI 48037-2054

This is to certify that the coverage listed below has been issued to the participant named above and is in-force at this time. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded herein is subject to all the terms, exclusions and conditions of the Pool contract.

Coverage	Contract Number	Expiration Date	Limits of Liability
<u>General Liability</u>	MML001289337	1/1/2023	\$5,000,000
<u>Automobile Liability</u>			Bodily Injury & Property Damage Combined Single Limit
<u>Other</u>			

Description of Operations/Locations/Vehicles:

Certificate Holder Additional Insured solely with respect to: Use of sound stage by the City of Harper Woods, dates to be determined.

CANCELLATION: Should any of the above described coverages be canceled before the expiration date thereof, the administrator will endeavor to mail 60 days' written notice to the certificate holder named below, but failure to mail such notice shall impose no obligation or liability of any kind upon the Pool.

Name and Address of Certificate Holder:

City of Grosse Pointe Woods

20025 Mack Plaza

Grosse Pointe Woods, MI 48236

Date Issued: 12/13/2021

By: _____
Authorized Representative