



City of Lathrup Village
 27400 Southfield Road
 Lathrup Village, MI 48076
www.lathrupvillage.org | (248) 557-2600

Facility Rental Application – Single Event

Date Of Event: _____ Arrival Time: _____ End Time: _____

Name of Host Organization: _____

Address of Host: _____

Contact Email: _____ Phone #: _____

Type of Event: _____

Attendance Min: _____ Attendance Max: _____

Deposit

Park \$100 Community Room \$300 Meeting Place \$50

Deposit Paid On: _____ Received By: _____

Alcohol Waiver: YES NO

Facility	Resident Rate	Non-Resident Rate	Hours Requested	Sub-Total
Community Room	\$130 Per Hour	\$155 Per Hour		
Community Room Setup/Cleaning Fee	\$150 Flat Fee			
Audio/Visual	\$85 Flat Fee			
Kitchen	\$100 Flat Fee	\$125 Flat Fee		
Meeting Place	\$25 Per Hour	\$35 Per Hour		
Meeting Place Setup/Cleaning Fee	\$35 Flat Fee			
Conference Room	\$10 Per Hour	\$15 Per Hour		
Dance Studio	\$35 Per Hour	\$50 Per Hour		
Municipal Park	\$75 Per Hour	\$125 Per Hour		
Park Electric	\$25 Flat Fee			
Goldengate Park	\$35 Per Hour	\$80 Per Hour		
Sarrackwood Park	\$25 Per Hour	\$60 Per Hour		

Balance Due By: _____

Total Due: _____

GENERAL RENTAL POLICIES

Damage and Cleanup Agreement

The said group agrees to pay the City of Lathrup Village's actual costs for damages and/or cleaning required for the property caused by the said group at the said location, which may exceed the security deposit amount.

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 activities in connection with this agreement.

The release extends and applies to, 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 received the guidelines about this rental, I/we agree to the conditions of this agreement and the guidelines established by the City of Lathrup Village.

Signed: _____

Date: _____

Deposits

A refundable deposit (separate from rental fees) is required for all park or community room rentals. A **full cash deposit** is due at the time of application. Deposits will be returned by check in the mail, within four weeks after the event, provided there has been no damage to the facilities and all rules, regulations, and policies were followed. Parties entering the premises before their booked time or

Rescheduling

Each community room and park rental is allowed one (1) event reschedule at no additional charge, provided that written notice is given at least thirty (30) days before the scheduled event date. Any event rescheduled within 30 days of the event will forfeit \$100 of the security deposit.

Each subsequent reschedule will result in a \$100 deduction from the security deposit.

Cancellations

Indoor rental events canceled within two (2) business days of booking will be refunded their full deposit, less a \$20.00 processing fee. Events canceled between three (3) business days after booking and up to sixty (60) days before the date of the event will be refunded ½ of their deposit. **Events canceled for any reason within sixty (60) days of the event forfeit their entire deposit.**

Park events canceled between the time of booking and up to three (3) weeks of the event will be refunded their full deposit, less a \$20.00 processing fee. Events canceled for any reason within three (3) weeks of the date of the event forfeit their entire deposit. Events booked at the parks should be considered "rain or shine," as there are no refunds for cancellations due to weather conditions on the day of the event.

Signed: _____

Date: _____

PARK-SPECIFIC POLICIES

Outdoor Facility Policies

- Setup may not begin before 8:00 AM. All activities, including cleanup, must be completed by 9:00 PM.
- Vehicles may not be driven on the grass or park walkways at any time, including setup/cleanup.
- Parking is limited to designated areas for each park.
- Usage is limited to the City's parks only. Those who wander onto private property are subject to trespassing.
- The City will not provide any setup or cleanup assistance for events. Any furniture or materials (including tables/chairs) must be provided by the event organizer and are not available for rent through the City.
- Electricity is only available at the Gazebo and Pavilion within the Municipal Park. There is a \$25 flat fee to be paid in advance to use electricity at Municipal Park.
- Except for the Municipal Park, none of the other parks have restrooms. Events lasting more than four (4) hours require arranging and paying for portable toilets. A list of vendors serving this area is available. All other rentals may opt to provide their portable toilets. Portable toilets must be delivered and removed on the same day as the event. Portable toilets should be positioned to be out of direct view of neighboring homes and may not be placed within 100 feet of neighboring homes. The City assumes no responsibility for portable toilets brought on the City property for use by private events.
- Music levels must stay under 65 decibels at all times. For comparison purposes, that's about as loud as a vacuum cleaner. Music should be considered background to your event, and quiet enough for people to speak over. You should not be able to hear the music outside of the park.
- The area must be thoroughly cleaned after use. All trash must be bagged and placed in bins. Trash that does not fit neatly in the bins provided must be taken off-site by the renters. Trash may not be left sitting next to bins. Used charcoal must be disposed of in designated charcoal bins.

Prohibited Items and Events

- Bounce houses, inflatables, petting zoos, and animal rides are prohibited at all parks except for City-sponsored events. The City and Police Department reserves the right to prohibit any activity considered to be a public nuisance or danger to park users.
- Decorations are not to be attached to the pavilion/picnic shelter or gazebo at Municipal Park in any way. Loose decorations such as confetti and glitter are prohibited at all parks. Remnants of spent water balloons must be thoroughly removed. Steel or wood pins/stakes are not allowed to be placed in the ground at any park site due to underground wiring and irrigation systems. Open flames and candles are prohibited.
- Commercial activity, the promotion of any business or commercial venture, fundraising, or requiring anyone to pay or make a donation to attend the event is prohibited.
- Deep-frying is prohibited.
- Fireworks of any kind, including sparklers, are prohibited.
- No glass containers allowed (bottles, etc.)
- Smoking of any kind, vaping/electronic cigarettes, marijuana, marijuana-infused products, and alcohol are prohibited. Events with alcohol will be immediately terminated, and deposits will not be returned.

Signed: _____

Date: _____

Fee Waiver or Discount

Any group or individual that is seeking a reduction in fees associated with their facility rental request shall either have 1) a City Council-approved Partnership Agreement outlining agreed-upon usage terms, or 2) a City Administrator-approved Fee Reduction Application (up to a 30% maximum discount). Those seeking to submit a Fee Reduction Application must be a 501©3 organization and submit the required application outlining their event and what benefits the event brings to the City. Each 501©3 organization is limited to one (1) Fee Reduction Application submission per calendar year.

In the event a Fee Discount Application is denied, the applicant can submit an appeal to the City Council by making such an appeal request, in writing, to the City Administrator to be presented at the next available regular City Council meeting.

The City requires a deposit to be placed to hold the requested date until the City Council or the City Administrator's decision is rendered.

General Rental Policies

- Park and building rental by permit only; ALL posted and written park/facility rules must be observed.
- The rental applicant must remain on-site for the duration of the rental period.
- Event organizers must have a printed copy of their rental permit to display to the Police Department if requested.
- Reservation holders may not transfer a rental permit.
- The use of any park/facility is at your own risk. The City does not assume responsibility for injury or any loss, theft, or damage to personal items.
- Reservation holders must comply with the State of Michigan laws and City of Lathrup Village ordinances.
- Individuals or groups who fail to comply with these policies or who are responsible for damage to a facility may lose their deposit and their ability to rent City of Lathrup Village facilities in the future.

INDOOR SPECIFIC POLICIES

Indoor General Policies

- Setup may not begin before the rental time. All activities, including cleanup, must be completed by the end of the rental period.
- An alcohol use agreement must be completed before the event for alcohol to be served. Users should keep the alcohol use agreement present and easily accessible throughout the event.
- Any party observed to be serving alcohol without an alcohol use agreement or in violation of our alcohol policies will be closed immediately, with no refund of room usage fees or deposit.

Building Usage Policies

- Renters have access to the entire City Hall parking lot unless otherwise specified by city personnel. If directed to use a certain area of the lot, renters agree to make every effort to direct their guests to use that area.
- Renters and their guests are limited to the bathrooms on the floor of the room(s) they are renting unless otherwise specified. Users of Municipal Park are also able to use the restrooms in City Hall. All users are responsible for cleaning up after themselves and leaving the facility in good condition. Renters are responsible for ensuring their guests do not wander throughout the building and/or utilize spaces that have not been rented to that party.
- Renters are required to remove all their decorations from the premises at the end of their event. Trash should be placed in the trash bins.
- **Rental of the kitchen includes access to the ice machine, dishwasher, refrigerator, and stovetop/ovens, to reheat, warm, and/or cool foods only.** The kitchen may not be rented stand-alone except by professional/insured chefs. Event organizers or participants are not allowed to open cupboards or drawers to use items belonging to the facility. If the kitchen is not rented, it will be locked.
- A digital projector, screen, wired microphone, CD player, DVD player, and audio are available for rent in the community room only. Event organizers must contact the room coordinator at least one week before their event to set up a time to test the compatibility of their equipment with our equipment. Event organizers must provide their connections to the projector and audio equipment.
- Rental of an indoor space includes use of furniture, limited to tables and chairs. The meeting place and community room can be arranged according to the needs of the applicant if a room diagram is provided at least two weeks before the event. Furniture for rent is subject to availability. For an updated inventory of what furniture is available, applicants may contact the room coordinator. Furniture may not be rented by itself for use off-site or outside. Linens, place settings, dinnerware, silverware, serving dishes, glasses, coffee/tea sets, kitchen utensils, etc., are not available for rent or use outside of City events. Rental of the dance studio includes use of the equipment in the room unless otherwise marked.
- Music and noise levels must be respectful towards other users of the building. Renters must abide by directives from city personnel regarding excessive music or noise volume. The music and behavior of users should be respectful of the use of a public building.

Decorations, Prohibited Items, & Events

- Decorations are limited to tables only. Nothing may be attached to walls, floors, ceilings, or fans. No loose decorations, such as confetti or glitter, may be used. All decorations must be removed by the users at the end of the event. Open flames and candles are prohibited.
- Events with tickets or admission fees are prohibited. Exceptions may be made for “suggested donation” events for non-profit organizations as approved by the City Administrator.
- Events in which products/services will be sold or promoted (ex., Mary Kay parties) are prohibited.
- Children’s parties are prohibited in the Community Room.
- Smoking of any kind, vaping/electronic cigarettes, marijuana, and marijuana-infused products are prohibited.

Signed: _____

Date: _____

ALCOHOL USE AGREEMENT

Alcohol Policies

- Alcoholic beverages, including beer, are prohibited in all city buildings, except by an alcohol use agreement from the City of Lathrup Village. An Alcohol Use Agreement must be obtained at least one week before the event from the City office.
- Users must keep the agreement present and easily accessible throughout the event.
- Selling or serving alcohol to individuals under the age of 21 is prohibited.
- Selling or serving alcohol to individuals who are visibly intoxicated is prohibited.
- Alcohol of any kind is prohibited at high school graduation/open house parties.
- Any party observed to be serving alcohol without an agreement or in violation of our alcohol policies will be closed immediately, with no refund of room usage fees or deposit.

Release & Hold Harmless Agreement

In consideration of being allowed by the City of Lathrup Village to possess and consume beer and/or wine at the above location and date(s), the undersigned, by this instrument does/do hereby expressly stipulate and agree to release, waive, discharge, indemnify, and forever hold harmless the City of Lathrup Village, its departments, officials, officers, its assigns, agents, servants, employees, and volunteers of and from all claims, demands, actions or causes of action now existing or which may hereafter exist because 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 in consequence of their participation in any activities in connection with issuance of this agreement.

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

APPLICANT HAS READ AND UNDERSTOOD THE ABOVE AND ITS CONDITIONS

I confirm that I/we will not sell or serve alcoholic beverages to any individuals under the age of 21 or who are visibly intoxicated at this event. I understand that alcoholic beverages are prohibited at all high school graduation/open house parties.

Signed: _____

Date: _____

FACILITY RENTAL – FEE REDUCTION APPLICATION

Date Of Event: _____

Name of Host Organization: _____

Address of Host: _____

Contact Email: _____ Phone #: _____

Type of Event: _____

Are you a certified 501©3 YES NO
*If YES, a copy of your certified status is required with the application.

What Benefit Does this Event Bring to the City of Lathrup Village?

I acknowledge the organization I am representing is limited to one (1) fee reduction application submission per calendar year and the maximum fee reduction is thirty percent (30%) room/park rental hourly fee only.

Signed: _____ Date: _____

I acknowledge that if the proposed event is found to violate any aspect of the facility rental rules and regulations, the City has the right to withhold the entire rental deposit return.

Signed: _____ Date: _____

Internal Use Only

Eligible for a fee reduction: YES NO
Fee Reduction Request Approved: YES NO

Total Fee to be Charged: _____

Signed: _____ Date: _____

The diagram shows a rectangular room layout. At the top is a trapezoidal area labeled 'STAGE'. Below it is a square area labeled 'DANCE FLOOR'. On the left side, there is an L-shaped area labeled 'BAR'. At the bottom is a rectangular area labeled 'KITCHEN'. The remaining space in the room is open.

STAGE

**DANCE
FLOOR**

BAR

Table Inventory:

- 14 – 60” Round Tables / 8 Chairs Per Table = Seating for 112
- 20 – 8’ Rectangle Tables
- 10 – 6’ Rectangle Tables
- 4 – High-tops

130 to 150-person events – Food Tables will need to be placed in the lobby for adequate seating.

KITCHEN