

The Marquee of Redford Township

15145 Beech Daly Road

Redford, MI 48239

313-387-2785

FACILITY RENTAL AGREEMENT

Date of Event _____ Time of Event _____

Contract Name _____

Address _____ State _____ Zip _____

Phone (W) _____ (H) _____ (C) _____

Contact Person (if different than contract name) _____

Address _____ State _____ Zip _____

Phone (W) _____ (H) _____ (C) _____

Name of organization (if applicable) _____

Type of Event (wedding, shower, meeting, etc.) _____

FEE SCHEDULE:

Security Deposit: \$150.00

Rental Fee: \$ _____

CAPACITY:

150 People

PAYMENT INFORMATION:

Security Deposit:

Date _____ Amount Paid _____ Check # _____

Payments Received:

Date _____ Amount Paid _____ Check # _____

Date _____ Amount Paid _____ Check # _____

PART I – GENERAL RULES:

1. There is no smoking allowed anywhere in the Marquee of Redford Township. Evidence of smoking will result in loss of security deposit.
2. No pets allowed in the Marquee of Redford Township.
3. No thumbtacks, staples or nails are to be affixed to the walls, floors, tables, ceiling or doors.
4. Nothing is to be attached to or hung from the ceiling.
5. No glitter decorations.
6. All candles must have glass protection.
7. Red punch, red pop or beverages with red food coloring must be cleaned up.
8. Fog machines are not permitted.
9. No alcohol is allowed inside or outside the facility – including parking areas.
10. Emergency exits are to be kept clear at all times.
11. Renters and their participants must park their vehicles in the appropriate locations.
12. Renter to remove all trash from the facility and place into the provided dumpster located at the northwest corner of the Police Station, adjacent to the Marquee.
13. Renter to properly secure the Marquee of Redford Township after event has concluded. All events to conclude by 10:00 p.m. unless otherwise authorized by Redford Township.
14. Renters and their services are not permitted admittance to the hall until the designated time on the Rental Agreement. **Renters and their services must vacate the facility by the time designated on the Rental Agreement.** (Please note: set up and clean up times are included in designated hours of rental).
15. Renter is responsible for taking out all items brought in and throwing away all disposable items in the garbage cans and bags provided. No items are to be left over night. Items left behind, including food in the kitchen area, will be disposed of. The Redford Township Downtown Development Authority is not responsible for any items left behind.

Initial

PART 2 – SECURITY DEPOSIT:

A security deposit is required at the time the contract is signed. The security deposit will be withheld until it has been determined that there is no damage and/or rule violations as per the General Rules detailed. Damage and/or rule violations will result in loss of the full security deposit.

All refunds will be processed within 30 days and will be returned by mail to the contract address on the Rental Agreement.

Please complete the registration form along with the security deposit payment (cash/check/money order made payable to Redford Township) to the following address: Redford Township Community Center, Attn: Community Development Department, 12121 Hemingway, Redford, MI 48239.

PART 3 – PAYMENT POLICY:

- **Facility Rental Fees for 3 hour rentals or less are due 30 days prior to the event.**
- **Facility Rental Fees for 5 hour rentals are due 45 days prior to the event.**

PART 4 – ALCOHOL POLICY:

The renter is allowed to serve alcoholic beverages except under the following circumstances: It is prohibited by law to accept money for alcohol, or to sell tickets to an event where alcohol is present unless a Special License for Sale of Beer and Wine only and / or Beer, Wine and Spirits for consumption on the premises is obtained by the Renter from the State of Michigan Liquor Control Commission. The Renter must purchase and provide proof of purchase of:

- 1) a Liquor License and
- 2) a Liquor Liability Bond to The Charter Township of Redford in a timely fashion (one week prior to rental)

Due the increased risk of liability at events at which alcohol is being served, the Renter agrees that not only will the Renter obtain all necessary insurance, but in addition thereto the Renter specifically agrees to hold the Charter Township of Redford and the Redford Township Downtown Development Authority, its officers or agents harmless from any and all claims arising out of the rental of the Marquee of Redford Township premises and / or the serving of alcoholic beverages. The Renter further agrees to hold harmless and indemnify the Charter Township of Redford and Redford Township Downtown Development Authority its officers, and agents from any and all claims and / or causes of actions that might arise out of the consumption of alcohol or the use of the premises, regardless of whether or not said claim has any basis in law or equity. The Renter agrees to promptly notify the Redford Township Downtown Development Authority of any claim, provide all costs necessary in defending the claim, including but not limited to attorney fees and other costs of defense.

PART 5 – USE OF FOOD PREPARATION AREAS:

Food preparation area is available to Rentals. The Renter is responsible for any and all actions, damages, or missing items that are in control of the Renter or Renter's caterer. Damages and / or missing items will result in the loss of the entire security deposit. The Renter may be billed if damages exceed the amount of the security deposit.

PART 6 – CANCELLATION POLICIES:

3 & 4 Hour Rentals – 15 Day Cancellation

Up to 15 days prior to event, a \$25 cancel fee will be charged from the security deposit. Within 15 days of the event the entire security deposit will be retained.

5 Hour Rentals – 30 Days Cancellation

Up to 30 days prior to event, a \$50 cancel fee will be charged from the security deposit. Within 30 days of the event, the entire security deposit will be retained.

All refunds will be processed within 30 days and will be returned by mail to the contract address on the Rental Agreement.

PART 7 – DISCLOSURE POLICY:

Acknowledgment by Renter that the Activity will conform with Federal, State and Township Laws and/or Ordinances.

1. The Renter must disclose the purpose for which Rental Facilities will be used. Failure to disclose the purpose of said rental or failure to obtain the written permission of the Redford Township and the Downtown Development Authority prior to signing any Rental Agreement will result in the immediate forfeiture of any security deposit paid therefore and result in the cancellation of said Rental Agreement by the Redford Township Downtown Development Authority.
2. The Redford Township Downtown Development Authority may refuse to rent said facility or may cancel a Rental Agreement under the following circumstances:
 - a. If it is determined that the proposed activity or use of the facility will unreasonably interfere with the general public's enjoyment in the surrounding neighborhood.
 - b. If it is determined that false information is provided in the written application.
 - c. If it is determined by the Redford Township Downtown Development Authority, in its sole and uncontrolled discretion, that the use may result in any extraordinary burden or expense to the Redford Township Downtown Development Authority.
 - d. If the rental herein would conflict with any other existing Rental Contract Agreements regarding the usage of the said facility.

Contract Termination Option:

The Redford Township Downtown Development Authority reserves the right of immediate termination of this Rental Agreement upon violation by the Renter of the rental policies.

Initial

Marquee of Redford Township Fee Schedule (effective 3/1/2011):

Sunday through Thursday Rentals:

Facility Rental - 3 Hour rental or less:	\$150.00	Non-profit \$125.00
Additional Hour:	\$ 30.00	\$ 30.00
Security deposit:	\$150.00	\$150.00

Friday and Saturday Rentals:

Facility rental - 5 Hours:	\$200.00	\$150.00
Additional Hour:	\$ 40.00	\$ 40.00
Security deposit:	\$150.00	\$150.00

I, the undersigned, agree to the terms of this Facility Rental Agreement for the Marquee of Redford Township.

Name (print please) _____

Address _____ State _____ Zip _____

Phone (W) _____ (H) _____ (C) _____

E-mail Address: _____

Driver's License # _____

Date _____

Note: Please include a copy of your State of Michigan issued Driver's License when the Facility Rental Agreement is submitted to the DDA Office.

HOLD HARMLESS AGREEMENT:

I agree, to the fullest extent permitted by law, to indemnify and hold harmless the Charter Township of Redford, including any of its employees, officers, agents, or volunteers, from any loss, costs, damage to property, personal injury or bodily injury including death, expense or liability of any kind, including attorney fees, arising out of or is in any way connected or associated with the use of the Marquee of Redford Township whether negligent or otherwise. I certify that I am 18 years old or older and I understand this Hold Harmless Agreement.

Signature _____ Date _____

Signature _____ Date _____

***** DOWNTOWN DEVELOPMENT AUTHORITY OFFICE USE ONLY *****

Event Date _____ Refund Amount _____

Payable To _____

Address _____

Check number _____ Date _____

Approved By _____ Date _____

Refund Mailed _____ By _____

Comments _____

Approved By: _____ Date _____

Michael D. Dennis, Director
Redford Township Downtown Development Authority

Date