

City of Wixom Community Center Rental Application

Date of Event _____ Event _____

Contact Person _____ Email _____

Address _____ City _____ Zip _____ Phone _____

FRIDAY AND SATURDAY RENTAL (Includes Kitchen)

| Room | Day | Time | Rate | Check |
|----------|----------|----------------|---------|--------------------------|
| Ballroom | Friday | 2p.m. - 12a.m. | \$1,400 | <input type="checkbox"/> |
| Ballroom | Saturday | 2p.m. - 12a.m. | \$1,600 | <input type="checkbox"/> |
| Ballroom | Saturday | 9a.m. - 12a.m. | \$1,800 | <input type="checkbox"/> |

MONDAY - THURSDAY and SUNDAY Rentals (3 hour Minimum) 7 a.m. - 10 p.m.

| Room | Capacity | Price per Hour | Check | Start Time _____ a.m./p.m. |
|------------|----------|----------------|--------------------------|----------------------------|
| ABC | 80 | \$100 | <input type="checkbox"/> | End Time _____ a.m./p.m. |
| Stage Room | 100 | \$125 | <input type="checkbox"/> | |
| Ballroom | 220 | \$175 | <input type="checkbox"/> | |
| Kitchen | | \$ 75 | <input type="checkbox"/> | |

Please initial below signifying that you have read and understand.

NO ACCESS is allowed BEFORE or AFTER your scheduled time for any reason. _____

50% Deposit is required to book any room and is **NON-REFUNDABLE/NON-TRANSFERABLE**. _____

Credit card on file will be billed for security deposit and final payment 3 weeks before rental. _____

PAYMENT INFORMATION

| | Amount | Date | Visa/MC # | Exp. | Sec. Code |
|---------------------------------|---------|-------|-----------|-------|-----------|
| Rental Fee | _____ | _____ | _____ | _____ | _____ |
| 50% Deposit (Non-Refundable) | _____ | _____ | _____ | _____ | _____ |
| Balance Due | _____ | _____ | _____ | _____ | _____ |
| Final Payment | _____ | _____ | _____ | _____ | _____ |
| Security Deposit | \$1,000 | _____ | _____ | _____ | _____ |
| Sec. Dep. Refund | _____ | _____ | _____ | _____ | _____ |

Hold Harmless Agreement

The undersigned has read and understands the operational policies of the City of Wixom Community Center and agrees to abide by such said policies. The undersigned agrees and is hereby responsible for all damages to the Community Center building, property and equipment resulting from rental. Groups reserving a room at the Community Center are solely responsible for the actions of the persons they are serving. The City of Wixom is not liable for any incident as a result of the consumption of alcohol by patrons of the Community Center, during or after the lessees rental of the Community Center. The undersigned lessee hereby indemnifies and hold harmless the City of Wixom, it's employees and elected and appointed officials, and volunteers from any and all liability, claims, demands or losses, and the costs connected therewith, including but not limited to damage to City property, and for any damages which may be asserted, claimed, or recovered against or from the City of Wixom which arise out of, or is any way connected with the actions of invited or uninvited guests, on and off the premises during the term of this rental agreement.

Signed By: _____ Date: _____

Community Center Layout Sheet

Items Available for Set-up below: Turn set-up sheet in (3 weeks) prior to your event. Please denote table and chair requests on your layout. Dimensions for rooms are located below. Please note: Ceiling Height is 20 ft. Ballroom is all rooms adjoined.

12 - 8 ft. Rectangular Tables
 28 - 60 in. Round Tables

Portable Bar
 American Flag

Podium
 Microphone

220 Chairs
 TV

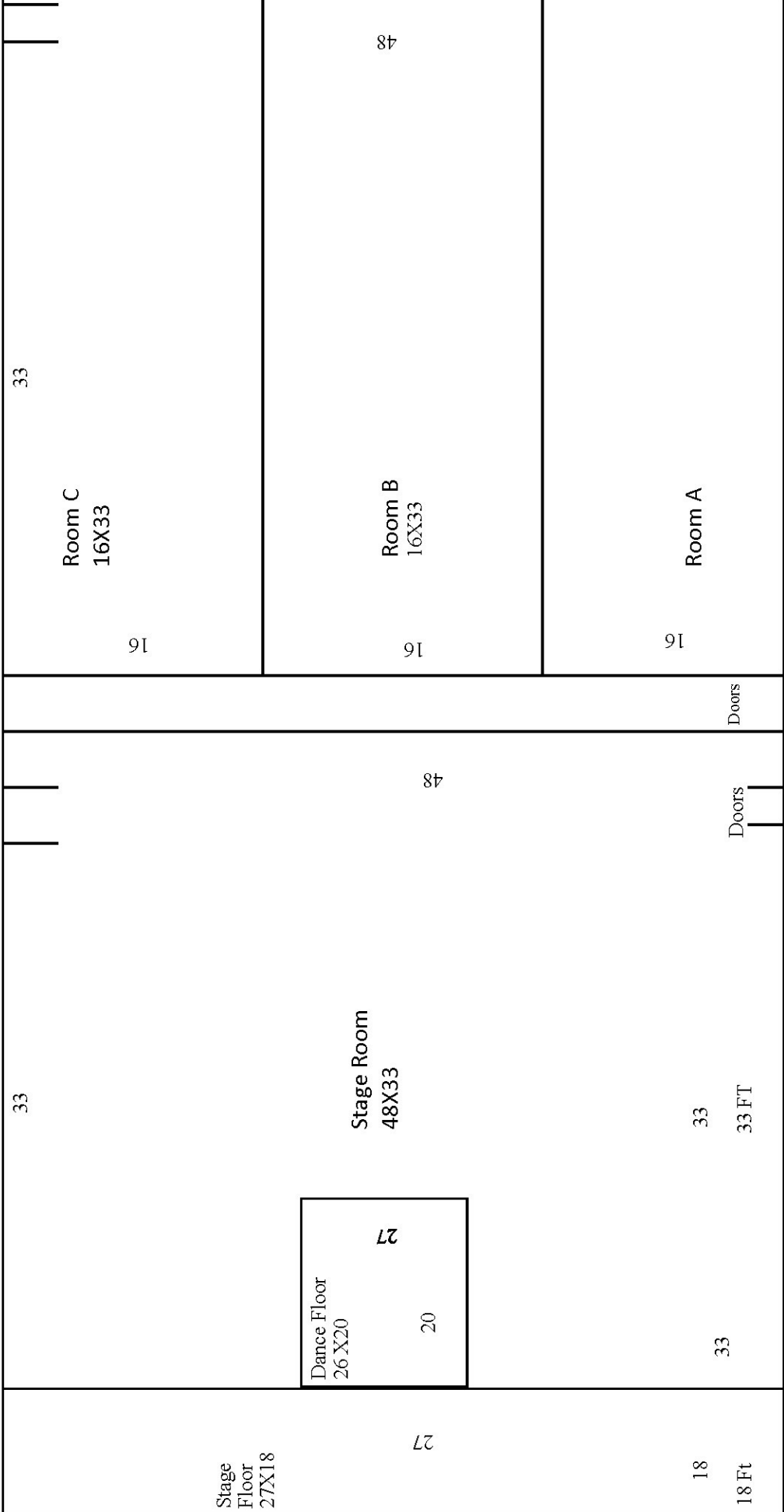
Lessee Name: _____ **Date** _____ **Rental Time** _____

Door

Doors

Doors

Doors



Facility Closing Checklist & Security Deposit Fees

The security deposit is due 3 weeks before your rental date and will be charged to your credit card on file.

Please note that the responsible party/contact person must remain on site the entire event and check out with the facility monitor at the conclusion of the rental. **If the contact person leaves before the end of the event or fails to check out with the facility monitor, the security deposit is forfeited.**

FACILITY LATE DEPARTURE FEE - The following charges will be applied to your credit card in the event that your rental exceeds the contracted rental time frame. THIS APPLIES TO YOUR CONTRACTED SERVICES AS WELL - EXAMPLE: DJ, CATERER, ETC.

1/2 Hour = \$250.00

1 Hour = \$500.00

Longer than 1 Hour = ENTIRE SECURITY DEPOSIT

By signing your Rental Agreement, you agree to complete the following items before leaving the facility at the end of your event. If these items are not completed, the listed charges will apply and will be deducted from your security deposit.

| <u>CLEANING ITEM</u> | <u>FEE</u> |
|---|----------------|
| <p><u>Garbage /Building Grounds</u> Take all Garbage to the Dumpster. Building, grounds and parking lot must be left in the same condition as in the beginning of your rental. This includes proper disposal of cigarettes in containers provided.</p> | \$200 |
| <p><u>Portable Bar</u> Clean up of Portable Bar. Remove all cups, bottles, cans & ice.</p> | \$100 |
| <p><u>Kitchen /Excessive clean-up</u> Proper clean-up of kitchen and Ballroom. Remove all rental items and food from refrigerator and freezer. If Excessive clean up is required you will be notified by Community Services Dept.</p> | \$300 |
| <p><u>Restroom</u> Walk-through restroom to assure excessive clean up will not be needed.</p> | \$200 |
| <p><u>Carpet and Walls</u> Damage resulting in cleaning or replacement fees.</p> | \$500 |
| <p><u>Confetti/Glitter</u> Is NOT ALLOWED</p> | \$200 |
| <p><u>Unsupervised Children</u> Are NOT ALLOWED and entire security deposit will be forfeited. Children must be accompanied by an adult at all times.</p> | \$1,000 |
| <p><u>Misc. Damage</u> Any other damage will be assessed by situation.</p> | |

***You will be contacted prior to charge after City staff assesses damage.
Staff on-site will not assess any physical damage.***

If the Police are called anytime during your function at the Community Center for altercations, THE ENTIRE SECURITY DEPOSIT WILL BE FORFEITED – NO EXCEPTIONS!