

City of Wixom Community Center Rental Application

Date of Event _____ Activity _____

Contact Person _____ Email _____

Address _____ City _____ Zip _____ Cell _____

FRIDAY AND SATURDAY RENTAL

50% is required to book any room and is NON-REFUNDABLE

| Please Circle Room Choice | Room | Day | Time | Rate |
|------------------------------|----------|----------|----------------|-----------|
| | Ballroom | Friday | 3p.m. - 12a.m. | \$700.00 |
| | Ballroom | Saturday | 9a.m. - 12a.m. | \$1200.00 |
| | Ballroom | Saturday | 3p.m. - 12a.m. | \$900.00 |

MONDAY - THURSDAY 9 a.m.-11 p.m. & (SUNDAY RENTALS=Starting at 2 p.m.)

50% is required to book any room and is NON-REFUNDABLE

| Room (CIRCLE ONE) | Room Capacity | Start Time | End Time |
|-------------------|---------------|------------|----------|
| Ballroom | 250 | _____ | _____ |
| Stage Room | 100 | _____ | _____ |
| ABC | 80 | _____ | _____ |
| AB | 50 | _____ | _____ |
| Lounge Area | 40 | _____ | _____ |

Kitchen \$50 additional charge - Please Circle

FOR OFFICE USE ONLY

| | | | |
|------------------------|---------------------|------------------------------------|-----------------|
| Rental Fee _____ | Cash _____ | Check # _____ | Receipt # _____ |
| Deposit 50% _____ | NON REFUNDABLE | Security Code (Back of Card) _____ | Exp. _____ |
| Balance Due _____ | Payment _____ | Cash _____ | Check # _____ |
| Balance Due _____ | Balance Due _____ | Receipt # _____ | Exp. _____ |
| Security Deposit \$500 | Date Received _____ | Security Code (Back of Card) _____ | Exp. _____ |
| Date Returned _____ | Cash _____ | Security Code _____ | Exp. _____ |
| | Visa/MC# _____ | | |

Hold Harmless Agreement

The undersigned has read and understands the operational policies of the City of Wixom Community Center and agrees 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: _____

Facility Closing Checklist & Security Deposit List

I agree to complete the following items before leaving the facility at the end of the event. If they are not completed the following charges will apply and will be deducted from your security deposit **without notice**. Your security deposit is due 3 weeks before your rental date and must be placed on a credit card. If contact person leaves before the end of your event the security deposit is forfeited.

IN ADDITION ABOVE YOUR SECURITY DEPOSIT REQUIREMENTS

FACILITY LATE DEPARTURE FEE - In addition to your security deposit of \$500 The following charges will be applied to your credit card in the event that your rental exceeds the contracted rental time frame. THIS PERTAINS TO YOUR CONTRACTED OUTSIDE SERVICES AS WELL - EXAMPLE: DJ'S , CATERERS, ETC.

1/2 Hour = \$100.00
1 Hour = \$200.00

Additional Charges _____
Time Left _____

If the Police are called anytime during your function at the Community Center for altercations that may occur during your party—YOUR ENTIRE SECURITY DEPOSIT WILL BE FORFEITED—NO EXCEPTIONS!

CHECKLIST CONTACT: _____ Monitor Signature: _____

Time Rental exited facility: _____

| | | FEE | AMOUNT CHARGED |
|---|---|-------------------|----------------|
| ■ | <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 | \$150.00-\$300.00 | _____ |
| ■ | <u>Portable Bar</u> Clean up of Portable Bar. Removal of all cups, bottles, cans & ice. | \$50.00—\$150.00 | _____ |
| ■ | <u>Kitchen /Excessive clean -up</u> Proper clean-up of kitchen and Ballroom Removal of all rental items and food from Refrigerator and Freezer. If Excessive clean up is required—you will be notified by CSD Department | \$100.00—\$200.00 | _____ |
| ■ | <u>Restroom</u> Walk-through restroom to assure excessive clean up will not be needed. | \$100.00—\$350.00 | _____ |
| ■ | <u>Confetti/Glitter NOT ALLOWED</u> | \$100.00—\$250.00 | _____ |
| * | UNSUPERVISED CHILDREN = Loss of entire deposit = \$500.00 | | _____ |

OTHER

Damage to walls, carpet, equipment, excessive cand miscellaneous
Will be assessed by situation— **you will be contacted prior to charge**

I Hereby authorize these services to be charged to my credit card if not completed.

Credit Card # _____ Exp Date _____

Signed By: _____ Date: _____