



Grosse Pointe Woods Community Center

20025 Mack Plaza, Grosse Pointe Woods, Michigan 48236

Telephone: 313-343-2408 • Fax: 313-642-5105 • Email: comctr@gpwwmi.us

ROOM RENTAL APPLICATION

RESIDENT INFORMATION

Name: _____ Date of Birth: _____

Company: _____ Home Phone: _____

Address: _____ Cell Phone: _____

City, State, Zip: _____ E-mail Address: _____

EVENT DETAILS

Use Type (Check one): Resident Room Rental Non-Profit Group (indicate group name above)

Description of Event: _____

| Facilities | Capacity | Day Rate | Evening Rate* |
|--|----------|----------|---------------|
| <input type="checkbox"/> All Rooms | 125 | \$200 | \$250 |
| <input type="checkbox"/> Park Room | 80 | \$100 | \$130 |
| <input type="checkbox"/> Garden Room | 48 | \$80 | \$95 |
| <input type="checkbox"/> Lake Room | 24 | \$45 | \$55 |
| <input type="checkbox"/> Kitchen | | \$10 | \$10 |
| <input type="checkbox"/> Screen (Park room only) | | \$10 | \$10 |
| <input type="checkbox"/> Coffee urns | | \$5 | \$5 |

*Evening rate starts at 4 p.m.

\$100 Security Deposit is required to reserve rooms

Security deposits are refundable if:

- Room is cancelled 60 days prior to event date
- Following rental, room is left in same condition
- Event ends at time stated on Rental Confirmation

Room prices are for 5 hour blocks of time, including set-up and clean-up.

If additional time is needed, hourly fees will be assessed.

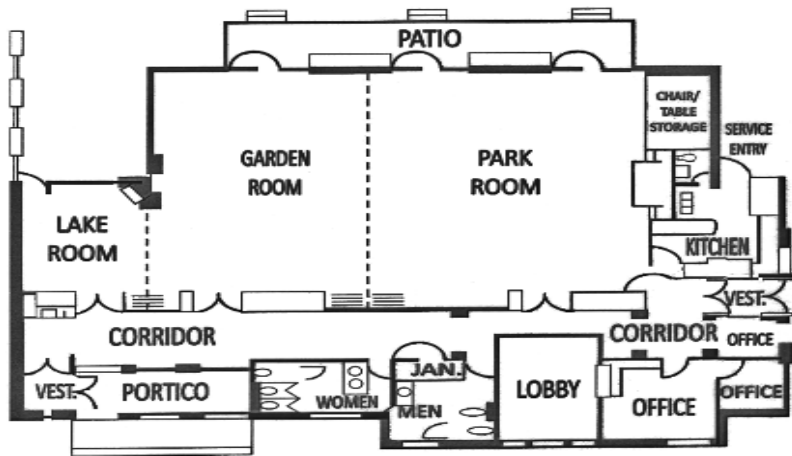
Date of Event: _____

Event Start Time: _____

Event End Time: _____

Room Layout:

- Round Tables (5' diameter)
- Long Tables (8' x 30")
- Theater Style
- Other: _____



APPLICANT AGREEMENT

The undersigned certifies that all above and attached information is true and hereby accepts full responsibility for compliance of all individuals in the group with City of Grosse Pointe Woods Park rules and regulations. The undersigned acknowledges receipt of the Community Center Guidelines and agrees that the undersigned and all present at the event will abide by the guidelines. 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 employees. The City reserves the right to cancel arrangements in case of emergencies with or without notice.

Applicant Signature: _____ Date: _____