



Grosse Pointe Woods Community Center

20025 Mack Plaza, Grosse Pointe Woods, Michigan 48236

Telephone: 313-343-2408 · Fax: 313-642-5105 · Email: comctr@gpwmi.us

RENTAL APPLICATION – ROOM OR COOK SCHOOL

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)

Will alcohol be served at event? Yes (If yes, additional requirements apply) No

Will you be hiring a caterer? Yes (If yes, provide copy of license and insurance) No

Name of Catering Company: _____

Description of Event: _____

Facilities	Capacity	Rate for 5 hours	Add'l Hour
<input type="checkbox"/> All Rooms	160	\$425	\$95
<input type="checkbox"/> Park Room 33' x 37' Includes kitchen	80	\$225	\$55
<input type="checkbox"/> Garden Room 24' x 37'	50	\$150	\$35
<input type="checkbox"/> Lake Room 16' x 16'	20	\$60	\$15
<input type="checkbox"/> Cook School	40	\$125	\$30
<input type="checkbox"/> Coffee urns		\$10	
<input type="checkbox"/> Projector System & Screen (Park Room Only)		\$50	

\$200 Security Deposit is required to reserve rooms

Security deposits are refundable if:

- Following rental, room is left in same condition
- Event ends at time stated on Rental Confirmation
- All guidelines are followed.

Rental prices are for 5 hour blocks of time, including set-up and clean-up. All rentals shall vacate the building by 10 p.m.

Confetti/glitter is not to be used in the rooms or outside the building.

Date of Event: _____

Rental Start Time: _____

Rental End Time: _____

Number of People: _____

Room

Layout: Round Tables (5' diameter): _____

Long Tables (8' x 30"): _____

Theater Style

Card tables (3'x3'): _____

HOLD HARMLESS AGREEMENT

I hereby certify that all above and attached information is true, and that I am a resident of Grosse Pointe Woods. I also certify that this rental conforms to the Community Center Guidelines, which I have received. I hereby agree to defend, pay in behalf-of, indemnify, and hold harmless the City of Grosse Pointe Woods (City), its elected and appointed officials, employees, volunteers and others working on behalf of the City against any and all claims, demands, suits, or losses, including all costs and attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City, by reason of personal injury, including bodily injury or death and/or property damages, including loss of use thereof, which arises out of or is in any way connected or associated with the use of the above facilities regardless of whether such claim, demand, damage, loss, cost or expenses is caused in whole or part by the negligence of the above Applicant, third parties, agents, servants, employees, or invitees of any of them. I will be responsible for any and all damages to the property including buildings, equipment, and furnishings. I agree to reimburse the City if additional cleanup is required by City employees. The City may require that it be named as an additional insured on my liability policy in an amount satisfactory to the City. I understand that the City reserves the right to cancel this rental in case of unforeseen circumstances with or without notice. I have read and agree to the above terms, and to all terms and conditions of the Community Center Guidelines.

Applicant Signature _____ Date _____



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RENTAL AGREEMENT - ROOM OR COOK SCHOOL

I, _____, agree that I am responsible for:

- _____ Checking in at the event begin time and showing identification.
- _____ Remaining on site for the duration of the event.
- _____ Ensuring that my guests do not smoke in the building.
- _____ Setting up and cleaning up the event within the rental timeframe (security deposit will be forfeited if event exceeds scheduled timeframe).
- _____ Ensuring that glitter or confetti will not be used inside or outside the building.
- _____ Using only areas of the building that have been reserved as indicated on my Rental Contract.
- _____ Providing the name of the caterer (if using one), proof of catering license, and insurance with \$1,000,000 of coverage naming the City of Grosse Pointe Woods as an additional insured.
- _____ Ensuring that state mandated guidelines regarding COVID-19 are followed and that by rental of the facility the City of Grosse Pointe Woods does not represent that there is not a risk of contracting COVID-19.

REQUEST TO SERVE ALCOHOL:

- _____ Ensuring that only myself or designated transports alcohol into and out of the building.
- _____ Ensuring that guests are not charged admission to the event or charged for drinks.
- _____ Serving beer in individual 12 ounce containers.
- _____ Providing a maximum of two drinks at a time to an individual.
- _____ Ensuring that only guests 21 years old or older will be served alcohol.
- _____ Ensuring that alcohol is not served to an intoxicated individual.
- _____ Ensuring that alcohol is not consumed in the hallways or outside of the building.

PERMIT TO SERVE ALCOHOL

The Permit to Serve Alcohol is valid for the City of Grosse Pointe Woods Community Center and Cook School at 20025 Mack Plaza Drive ONLY.

As the applicant for a Permit to Serve Alcohol, I agree to comply with the Grosse Pointe Woods Community Center Guidelines and the Policy Regarding Alcohol on Public Property.

Applicant Signature: _____ Date: _____

Public Safety Approval: _____ Date: _____

Administration Approval: _____ Date: _____