



City Of Grosse Pointe Park Lavins Activity Center Rental Agreement For PRIVATE EVENTS*

Name: _____

Organization Name: _____

Address: _____

Phone: _____

Email: _____

Rental Date: _____

Rental Start Time: _____

Rental End Time: _____

Renting (check all that apply): Lounge Gym

***NOTE: IF THE EVENT IS OPEN TO THE PUBLIC PLEASE UTILIZE THE SPECIAL EVENT APPLICATION FORM**

Event Name: _____

Brief Description of Event: _____

FEES

Lounge Rental (capacity 25 people)	\$150 (3-Hour Block)
Additional Hour in Lounge	\$20
Gym Rental (One-Hour limited activity if available)	\$25 Half court \$50 Full court
Security Deposit (required for lounge rentals)	\$200

Parks and Recreation Department Direct Phone (313) 822-2812

Acknowledgment and Indemnification

I am a resident of the City of Grosse Pointe Park, and shall be in attendance at the scheduled event, and agree to the guidelines listed on the back of this page for and take full responsibility for this function. The undersigned is in agreement with and will comply with the terms and conditions on the application. Applicants will hold harmless the City of Grosse Pointe Park, its representatives, agents, officers, employees and volunteers for any personal injury, theft or damage to private property. This agreement will not be validated until the rental fee and security deposit are paid in full. I also acknowledge this is a private event, not advertised or open to the general public.

Resident Signature: _____

Today's Date: _____

For Office Use Only

Rental Fee Amount: \$ _____

Date Paid: _____

Security Deposit Amount: \$200.00

Security Deposit Date Paid: _____

Approved By: _____

Date Approved: _____



Building Rules

- **There can be no charge for admission to the event. The sale of any goods or materials is prohibited.**
- **Promoting of the event to the general public is not allowed (ie, social media posts, advertising).**
- Alcoholic beverages are allowed in the lounge only, they are prohibited in the theaters. Applicants are responsible for serving and consumption of beverages. This building is also a no-smoking facility.
- Applicants shall be responsible for the conduct of the group. If the group contains children there must be sufficient adult supervision at all times.
- Applicant is responsible for providing their own tablecloth which is required for all tables in the lounge.
- Balloons and table decorations are permitted. **Confetti and glitter are prohibited.**
- Applicants are responsible for clean up after use of the facility.
- Applicants will hold harmless the City of Grosse Pointe Park, its representatives, agents, officers, employees, and volunteers for any personal injury, theft, or damage to private property.
- The gym is limited to the following activities: basketball, volleyball, badminton, running games, and pickleball. Food and drinks are prohibited in the gym. Hoops and nets provided.
- Non-marking "gym" shoes and proper attire (shirts, pants, shoes) are required in the gym.
- Management may deny any request for, or terminate use of the facility if the above terms are not met or if its use is not in the best interest of the City.

General Rules and Guidelines

- **Rentals must be booked by residents of Grosse Pointe Park at least 2 weeks in advance.**
- **The rental fee is due at the time of the booking. The security deposit is due 2 weeks prior to the rental.**
- A Full refund is available within a 48-hour notice of cancellation. Please make checks payable to the City of Grosse Pointe Park. Rental fees and security deposits must be made by the resident booking the rental.
- Activities must not disrupt functions taking place within the building and must be contained within the rooms being rented.
- Rentals must be cleaned up and out of the facility by the time stated on the rental sheet.
- Trash from the lounge from be bagged and left at the bottom of the stairwell. Rooms must be returned to their original condition at the conclusion of events.
- Food and beverages are prohibited in the gym. Outside food/beverages are prohibited in the theatres.
- Glass containers and alcoholic beverages are prohibited in the theatres.
- The Parks and Recreation Department maintains the option to terminate rental contracts at any time.
- The department can also retain part of or all of the security deposit for costs associated with cleaning and repairs of the theatre, lounge and gymnasium in order to bring it back to its original condition.