# Fenton Township Civic Community Center
## Banquet/Reception Facilities Rules & Regulations

*Please read the following rules and initial at the end of each section as indicated.*

### 1. The building may not be used for profit making endeavors unless approved in advance by the Fenton Township Board.

### 2. The Lessee shall be responsible for supervision over all persons in the building and on adjacent grounds. **Disorderly conduct is prohibited.**

### 3. The Lessee shall be permitted access to the building for the purpose of decorating/set-up no earlier than 8:00 a.m. on the day before the day of the event. If there is an event on the day prior to your event, access will be delayed until 10:00 a.m. on the day of your event.

### 4. After the event has concluded and the appropriate cleanup procedures have been completed, the Lessee shall be responsible for locking all exterior doors to the building, leaving the key(s) issued in the predetermined location, and depositing the card key into the drop box located on the front counter in the lobby of the building.

### 5. The building must be vacated by 2:00 a.m. or eight hours after the start of the event, whichever comes first. **Violation of this rule will result in forfeiture of the deposit.**

Lessee initials: ________________

### LIABILITY:

1. The Lessor assumes no responsibility for any foodstuffs, beverages, or other items the lessee brings into the building.

2. The sale or offer for sale of beer, wine, or other alcoholic beverages on the premises is strictly prohibited.

3. Alcoholic beverages are not allowed in the building’s upper level or on the building grounds.

4. **The serving of alcohol to minors is strictly prohibited.**

5. In the event special permits are necessary, it will be the responsibility of the Lessee to make application and obtain such permit(s) and submit copies to the Township. Liquor liability insurance shall be purchased by the Lessee when alcoholic beverages will be consumed. A copy of the liquor liability coverage must be submitted to the Township at least thirty (30) days prior to the date of the event.

6. There is absolutely **NO SMOKING** anywhere inside the building. **Violation of this rule will result in forfeiture of the deposit.**

7. The building shall be subject to inspection at any time by any authorized representative of the Fenton Township Board.

8. The Lessee shall be liable for all breakage and other damage or loss to property resulting from the occupancy and use of the building and grounds, other than normal wear and tear. No equipment shall be transferred from one room to another or from one floor to another except by permission of the Township.

9. The Lessee shall not remove, alter, adjust or otherwise change any light fixtures or light bulbs, or turn off any electrical circuit breakers. **Violation of this rule will result in forfeiture of the deposit plus the cost of any damage caused by such violation.**

Lessee initials: ________________

### SET-UP

1. All candles must be contained. Open flames are prohibited.

2. No decoration shall be displayed on or hung from the ceiling or walls. **Violation of this rule will result in the lessee reimbursing the Township for the cost of replacing any and all ceiling tiles and/or wall sections.**

3. Lessee shall remove all adhesive materials from tables, chairs and windows. **Violation of this rule will result in a $50.00 deduction from the deposit.**

4. Set-up of tables, chairs, bandstands, etc. shall be the responsibility of Lessee. Music must stop by 1:00 a.m. or seven hours after the start of the event, whichever comes first. **Violation of this rule will result in forfeiture of the deposit.**

Lessee initials: ________________

### CLEAN UP

1. After use, place all rubbish in plastic bags and place the bags in the dumpster located on the west side of the building. (garbage bags are not furnished by the Township). **Everything that is brought into the building by the lessee must be removed before vacating the building.**

2. **ALL TABLES AND CHAIRS SHALL BE WIPE DOWN AND LEFT STANDING IN THE BANQUET AREA.**

Lessee initials: ________________

I HAVE READ THE ABOVE RULES AND REGULATIONS FOR USE OF THE FENTON TOWNSHIP CIVIC COMMUNITY CENTER AND AGREE TO COMPLY WITH SAME.

Signature of Lessee: ___________________________  Date: ____________
APPLICATION FOR USE OF BANQUET/RECEPTION FACILITIES
FENTON TOWNSHIP CIVIC COMMUNITY CENTER
12060 MANTAWAUKA DRIVE, FENTON, MI 48430

Applicant Name: ___________________________ Address: ______________________________

[NOTE: Applicant MUST be a resident of Fenton Township if requesting resident rate]

City/State/ZIP: ____________________________ Phone #: ____________________________

Rental Date: _____/_____/______ From ________ am / pm to ________ am / pm

We hereby request the use of the banquet/reception facilities at the Fenton Township Civic Community Center for the following event:

_____ Wedding Reception _____ Wedding Anniversary _____ 50th Wedding Anniversary
_____ Retirement Party _____ Birthday Party _____ Graduation Party
_____ High School Class Reunion - ___________ High School _____ Family Reunion
_____ Other (describe) ____________________________

Please provide the requested information on the individuals who are being honored at the event, (i.e. bride/groom, husband/wife, retiree, graduate, etc.)

Name: ____________________________
Address: ____________________________
Phone #: ____________________________
Relationship to Applicant: ____________________________

Justification for resident rental rate (if applicable):

**Wedding Reception:**

_____ Applicant is the bride  _____ Applicant is the groom
_____ Applicant is a parent of the bride  _____ Applicant is a parent of the groom

**Wedding Anniversary Party:**

_____ Applicant is the husband or wife celebrating the anniversary
_____ Applicant is the son or daughter of the couple celebrating their 50th anniversary

**Birthday Party:**

_____ Applicant is the birthday "honoree"

**Retirement Party:**

_____ Applicant is the retiree  _____ Applicant is the spouse of the retiree

**High School/College Graduation Party:**

_____ Applicant is the graduate  _____ Applicant is a parent of the graduate

**High School Class Reunion:**

_____ Reunion for Fenton High School  _____ Reunion for Lake Fenton High School
_____ Reunion for Linden High School

**Family Reunion:**

_____ Applicant is a member of the family

**Business Meeting:**

_____ Business is located in Fenton Township
_____ Owner/officer of business is a Fenton Township resident

**All Other Events:**

_____ 50% or more of the attendees of the event are Fenton Township Residents

Signature of Applicant ____________________________ Date of Application ______/_____/______
Any Fenton Township business, resident or property owner may rent the facilities at the “resident” rate for any of the following events. Whenever possible a Fenton Township resident/property owner must be the individual listed as the applicant.

**Wedding reception**
Bride or groom or any parent of the bride or groom must be a Fenton Township resident or property owner.

**Wedding Anniversary Party**
Husband or wife whose anniversary is being celebrated must be a Fenton Township resident or property owner.

**50th Wedding Anniversary Party**
Husband or wife whose anniversary is being celebrated or any child of that couple must be a Fenton Township resident or property owner.

**Birthday Party**
The person whose birthday is being celebrated must be a Fenton Township resident or property owner.

**Retirement Party**
The retiree being honored must be a Fenton Township resident or property owner.

**Family Reunion**
A Fenton Township resident or property owner must be the applicant for rental of the facilities.

**High School or College Graduation Party**
The graduate or a parent of the graduate must be a Fenton Township resident or property owner.

**High School Class Reunion**
The reunion must be for a graduating class of Lake Fenton, Fenton or Linden High School.

**Business Meeting**
The business must be located in Fenton Township or a business owner/officer must be a resident of Fenton Township.

**All Other Events**
At least 50% of the people attending the event must be Fenton Township residents or property owners.

**Exceptions**
1. Fenton Township residents or property owners celebrating their 50th wedding anniversary may use the facilities on a Sunday at no charge, except post-cleaning costs. The lessee shall be required to pay the standard security deposit of $500.00, plus $128.00 to pay for cleaning costs.
2. Fenton Township employees with three (3) or more years of service may use the facilities at no charge on a Sunday or on a Monday, Tuesday, Wednesday or Thursday evening, provided that the hall is left in a clean and orderly condition, and provided that the scheduling of such an event does not conflict with any other scheduled events or Township meetings. Employees are limited to one (1) such no-charge event per calendar year. Employees may not convey this benefit to another employee or to any other party.
3. Non-Profit Service Organizations that perform services that benefit Fenton Township and/or its residents may use the facilities at no charge (except cleaning costs) if approved by the Township. Sunday through Thursday events are strongly encouraged for these no-charge uses. A maximum of two (2) no-charge uses on a Friday or Saturday will be permitted per year. The lessee shall be required to pay the standard security deposit of $500.00, plus $215.00 to pay for cleaning costs.

**Banquet Hall Use (No Charge / Cleaning Cost Charge Only)**

**All rentals not specifically listed are subject to the non-resident rental fee.**

**General Rules:**
1. The facilities are not considered to be reserved until the contract and rules have been signed and the deposit paid.
2. All cancellations must be submitted in writing on the cancellation form provided by Fenton Township.
3. Deposits will not be refunded if the rental is canceled less than six months in advance, unless the facilities are subsequently re-rented for that date.
4. Reservations for a “no-charge” use may be made no more than 12 months in advance.
5. All other reservations can be made at any time.
HOST LIQUOR LIABILITY INSURANCE

If alcoholic beverages will be served at your event, Fenton Township requires proof of host liquor liability insurance coverage. Either a copy of your homeowners insurance policy containing the specified coverage or a signed statement from your insurance agent shall be considered proof of insurance coverage.

Access to the Fenton Township Civic Community Center banquet facilities will not be permitted until this proof of insurance has been provided to Fenton Township.

Any questions or concerns may be directed to the Fenton Township office at (810) 629-1537.

Insurance information may be faxed to the Fenton Township office at (810) 629-9736.