

**CHARTER TOWNSHIP OF FENTON  
FENTON TOWNSHIP CIVIC COMMUNITY CENTER**

12060 Mantawauka Drive

Fenton, MI 48430-8817

**CONTRACT FOR USE OF BANQUET/RECEPTION FACILITIES**

**EVENT INFORMATION**

|                                                                                                                                               |                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <b>Type of Use:</b> <input type="checkbox"/> Wedding Reception <input type="checkbox"/> Business Meeting <input type="checkbox"/> Other _____ |                                                          |
| <b>Date of Event:</b>                                                                                                                         | <b>Time of Event:</b> From _____ to _____                |
| <b>Number of people attending:</b> (max. 200)                                                                                                 | <b>Name of band or D.J. (if applicable):</b>             |
| <b>Will alcohol be served at this event?</b>                                                                                                  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <b>Are you using a catering service?</b>                                                                                                      | <input type="checkbox"/> YES <input type="checkbox"/> NO |

**RENTER / LESSEE INFORMATION**

|                                                                 |                       |
|-----------------------------------------------------------------|-----------------------|
| <b>Name:</b>                                                    | <b>Address:</b>       |
| <b>City/State/ZIP:</b>                                          | <b>Telephone No.:</b> |
| <b>Driver Licence Number:</b>                                   |                       |
| <b>Name of individual to be present and in charge of event:</b> |                       |

**The renter (lessee) hereby agrees to abide by the conditions of this contract with the Charter Township of Fenton (lessor) and the attached RULES & REGULATIONS.**

Should the lessee or any of his/her invitees or guest become hurt or injured on said premises due to the action(s) or omission(s) of action by any other invitee or guest, the lessor is hereby relieved from any and all liability arising from any such incident. Should any action be brought against the lessor, the lessee hereby agrees to hold the lessor harmless from any and all damages.

The Fenton Township Board reserves the right to cancel this contract and the reservation for the use of the Fenton Township Civic Community Center, if it considers the proposed use of the facility to be objectionable.

At any event where alcohol is being served the lessee hereby agrees to provide to the lessor proof of host liquor liability insurance.

The lessee shall pay a security deposit of five hundred dollars (\$500.00) within seven (7) days of submission of this application to reserve the Fenton Township Civic Community Center facilities. Said security deposit shall be refunded within thirty (30) days after the use of the facilities, unless withheld or forfeited due to damages or policy violations as outlined below. The security deposit is separate from the rental fee. **It is not included in the rental fee.** Further, the lessee authorizes the lessor may deduct from said security deposit a sum sufficient to repair any damages caused by the use of said facilities. If the cost of damages exceeds the amount of the security deposit, the lessee hereby agrees to pay for all damages. The lessor shall present a written statement of damages to the lessee within thirty (30) days from the date of the use of said facilities. The security deposit **shall be forfeited** under the following circumstances:

- If the facilities are occupied past the 1:00 a.m. deadline.
- If the lessee fails to use the facilities on the contracted date.
- If the lessee or guests violate the no-smoking rule.
- If the lessee fails to follow cleanup requirements.
- If the lessee fails to remove trash from the hall and place in the dumpster.
- If the rental fee is not paid at least thirty (30) days prior to the event date.

The security deposit shall be refunded if the rental of the facilities is canceled at least six (6) months prior to the contracted date. All cancellations shall be submitted in writing on a cancellation form provided by the lessor. The rental fee, as outline below, is due no later than thirty (30) days prior to the contracted event date. **Event cancellation less than thirty (30) days prior to the event will result in forfeiture of the security deposit and rental fee.**

|                   |                                                                                                                                                          |  |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>RENTAL FEE</b> | Reception/Banquet Full Hall <input type="checkbox"/> \$1,000 Fenton Township Hall Rental                                                                 |  |
|                   | Half Hall Rentals <input type="checkbox"/> \$600 Half Hall Rental / South End (Lake) <input type="checkbox"/> \$400 Half Hall Rental / North End (Stage) |  |
|                   | Early Setup Fee <input type="checkbox"/> \$100 Friday Setup Fee (For Saturday Rentals Only)                                                              |  |
|                   | Weekday Meetings <input type="checkbox"/> \$75 per hour; \$300 minimum                                                                                   |  |

|                  | AMOUNT PAID | DATE PAID | RECEIVED BY |
|------------------|-------------|-----------|-------------|
| SECURITY DEPOSIT |             |           |             |
| RENTAL FEE       |             |           |             |
| DEPOSIT REFUND   |             |           |             |

|                                               |             |
|-----------------------------------------------|-------------|
| <b>Signature of Lessee</b>                    | <b>Date</b> |
| <b>Signature of person in charge at event</b> | <b>Date</b> |