

**CITY OF GROSSE POINTE PARK  
TOMPKINS COMMUNITY CENTER - RENTAL CONTRACT  
PARKS AND RECREATION OFFICE  
313-822-2812 ext. 201  
HOURS 8:00 A.M. – 4:30 P.M.**

**PERMITTED FUNCTIONS**

Events sponsored on behalf of a Grosse Pointe Park resident or business owner. A limit of two reservations may be made one year in advance from the current calendar date. Only wedding receptions can be reserved further in advance. Residents reserving the Tompkins Center must maintain residency within Grosse Pointe Park and have a valid Park Pass throughout the reservation process. The City of Grosse Pointe Park reserves the right to cancel a reservation if residency and a valid Park Pass are not met.

**CAPACITY**

In accordance with fire ratings, the maximum capacity of the facility is 150.

**FEES**

Monday – Thursday	\$400 from 1:00 pm – 1:00 am
Friday, Saturday, or Sunday Rentals	\$500 from 1:00 pm – 1:00 am
	\$750 (Memorial Day – Labor Day)
Weddings & Wedding Receptions	\$1,000 from 11:00 am – 1:00 am
	\$1,200 (Memorial Day – Labor Day)

50% of rental fee is due within 24 hours of reservation. Nonpayment of reservation within 24 hours will result in termination of reserved date without notification.

There is a \$275 security deposit for all rentals

- Residents, business owners and Grosse Pointe Park based groups are allowed ONLY 2 advanced reservations for weekend use per year. However, additional reservation requests will be considered within 4 weeks of an event provided the Center is available at such time.
- No holidays. New Year’s Eve, New Year’s Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve and Christmas Day.
- No groups are allowed in the building or Park beyond 1:00 am.
  - A fee of \$100.00 will be taken from the security deposit if the party has not vacated the premises by 1:00 am.
- All rental fees and security deposit checks must be issued by the resident booking the center, no exceptions.
- Grosse Pointe Park based groups or organizations are permitted to rent the facility at any time Monday-Friday.

- An organization that is not Grosse Pointe Park based but has a Grosse Pointe Park resident as a sponsor, is permitted to rent the facility only Monday – Thursday.
- Rentals for groups or organizations must consist of 50% Park residents. Park residents may rent the Tompkins Center for immediate family members only.

## **BUILDING RULES**

1. To comply with State Regulations, the Tompkins Center is a Non-Smoking facility.
2. The sale of any goods or materials is prohibited in the Center.
3. Alcohol will be allowed providing applicant is completely responsible for the serving of any such beverages. It is a felony to serve alcohol to minors. If this should happen, the police will be notified immediately.
4. No bachelor/bachelorette parties or gambling permitted.
5. No alcohol to be served after 12:30 am.
6. Use and rental of the facility will be restricted to the building and patio area.
7. Applicants shall be responsible for set up (decorations) and clean up. Clearing tables, taking out the garbage & leaving kitchen in the same condition as they were found.
  - a. Use of confetti decorations is prohibited. A \$40.00 cleaning fee will be deducted from your security deposit if confetti is used.
8. There are no wall decorations allowed.
9. Applicants shall be responsible for the conduct of the group, including a school group or other children's group, there must be sufficient adult supervision and applicant must be present at all times.
10. Applicants will be responsible for any theft, loss or damage to City property.
11. The tables in the Center must have some type of protection (ex. tablecloths) on them before heating units or hot dishes are placed on them. The Tompkins Center furniture is to be used exclusively in the Center.
12. Applicant will hold harmless the City of Grosse Pointe Park, its representatives, agents, officers and employees for any personal injury, theft, items and food left by rental or damage of private property. I will be responsible for any and all of my guests and the use of said Park by me and my guests will be at our own risk. I will indemnify and hold harmless the City and its agents and employees against any claim by me, my guests or others for damages arising as a consequence of being in the Park, or as a consequence of any actions by me or any of my guests while in the Park and Tompkins Center.
13. Music may be provided within the building, but must be done in a manner not to disrupt exterior park activities. Music must stop at 12:30 am.
14. The Center's sound system includes AM/FM radio, a five disc CD player, and an MP 3 cord.
  - a. Please do not allow children to touch the sound system or the microphone.
15. The lofts above the restrooms at each end of the facility are off limits to everyone. (Used for event/program storage).
16. If you need help with heat or air conditioning, or need a mop or broom, please ask the gate staff for assistance. Any and all concerns need to be brought up to the gate guard if the office is closed. Gate staff can be reached at 313-417-1168.

17. **After unloading, please close all doors to the center.** (We have animals and insects that try to get in).
18. There is a defibrillator in a cabinet by the east end television. This unit is fully automatic and should be removed only in the event of an emergency. Please contact Public Safety as well at 313-822-7400.
19. No additional tents or canopies may be set up on the lawn unless approved Parks & Recreation Director.
20. The City Administration and Park Supervisor may deny any request for use of the facility if the above terms and conditions are not met, or if the use of the facility would not be in the best interest of the City.

A full refund is available 30 days prior to the reserved date. After 30 days, 50% of the deposit fee will be refunded only if the Center has been rented.

All checks should be made payable to the City of Grosse Pointe Park. Your check, along with the bottom portion of this form, should be mailed to:

**City of Grosse Pointe Park  
Recreation Department  
15115 E. Jefferson Avenue  
Grosse Pointe Park, MI 48230**

Envelopes with your check may be deposited in the brown City mail box located in the parking lot outside of City Hall.

Two weeks prior to your party....

1. Your remaining balance is due.
2. A building Set-Up Form (tables / chairs) must be completed.
3. A separate security check of \$275.00 is due. (This check will not be cashed – it will be torn up (unless otherwise requested) after your party providing no damages have been incurred).
4. Proof of residency within Grosse Pointe Park and a valid Park Pass. The City of Grosse Pointe Park reserves the right to cancel a reservation if residency and a valid Park Pass are not met.

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I am a resident of the City of Grosse Pointe Park, shall be in attendance at the scheduled event, and have read the above guidelines for the Tompkins Community Center and take full responsibility for this function.

**Signature** \_\_\_\_\_ **Today's Date** \_\_\_\_\_

**RENTAL DATE** \_\_\_\_\_

**THE ABOVE CERTIFICATION MUST BE RETURNED WITH YOUR 1<sup>ST</sup> RENTAL PAYMENT TO CONFIRM YOUR BOOKING.**