

**CITY OF GROSSE POINTE PARK
TOMPKINS COMMUNITY CENTER - RENTAL CONTRACT
2017**

822-2812 ext. 201

PERMITTED FUNCTIONS

Events sponsored and on behalf of a Grosse Pointe Park resident or business owner. Reservations may be made one year in advance from the current calendar date. Only wedding receptions can be reserved further in advance.

CAPACITY

In accordance with fire ratings, the maximum capacity of the facility is 129.

FEES

Monday – Thursday	\$300 from 1:00 pm – 1:00 am
Friday, Saturday, or Sunday Rentals	\$400 from 1:00 pm – 1:00 am
	\$650 (Memorial Day – Labor Day)
Weddings & Wedding Receptions	\$750 from 11:00 am – 1:00 am
	\$850 (Memorial Day – Labor Day)

*Hourly rates are available Monday – Thursday at \$60 an hour

There is a \$275 security deposit for all rentals

- Residents, business owners or other 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.
- 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.

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 kitchens 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 and if a school group or other children's group, there must be sufficient adult supervision 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 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 are off limits to everyone. (We use these for storage).
16. If you need help with heat or air conditioning, or need a mop or broom, ask the Gate person. Any and all concerns need to be brought up to the gate guard if the office is closed.
17. **After unloading, please close all doors.** (We have animals and insects that try to get in).
18. There is a defibrillator in a cabinet by the east end kitchen. This unit is fully automatic and should be removed only in the event of an emergency.
19. The Center has an awning that will be up from May 1st – November 1st. Additional lighting or other decorations can be used as long as they do not damage the awning or frame and are taken down after the party. Please keep the BBQ on the outside of the awning. No additional tents or canopies may be set up on the lawn.
20. The administration 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.

When you book the Center, one-half (1/2) of your payment is due within one week of booking in order to confirm your rental.

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 is re-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**

They may also 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).

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 1ST RENTAL PAYMENT TO CONFIRM YOUR BOOKING.