

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

12060 Mantawauka Drive

Fenton, MI 48430-8808

CONTRACT FOR USE OF BANQUET/RECEPTION FACILITIES

EVENT INFORMATION

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

RENTER INFORMATION

Name:	Address:
City/State/ZIP:	Telephone No.:
Property ID (Resident):	Drivers Licence No. (non-resident):
Name of individual to be present and in charge of event:	

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 save 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 deposit five hundred dollars (\$500.00) to reserve the Fenton Township Civic Community Center facilities. Said deposit shall be refunded within thirty (30) days after the use of the facilities. **The deposit is separate from the rental fee. It is not included in the rental fee.** Further, the lessee authorizes the lessor to deduct from said deposit a sum sufficient to repair any damages sustained by the use of said facilities. If the damages exceed the amount of the 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 deposit **shall not** be refunded if the facilities are occupied past 2:00 a.m. The deposit **shall not** be refunded should the lessee fail to use the facilities on the contracted date. The deposit **shall not** be refunded if the lessee violates the no-smoking rule. The 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 deposit fee must be paid when this contract is signed. The rental fee must be paid no later than thirty (30) days prior to the date of the event.

RENTAL FEE	Reception/Banquet <input type="checkbox"/> \$700 Resident <input type="checkbox"/> \$900 Non-Resident
	Business Meeting <input type="checkbox"/> \$50/hr Township Business / Resident (min. \$200) <input type="checkbox"/> \$75/hr Non-Township Business / Resident (min. \$300)

	AMOUNT PAID	DATE PAID	RECEIVED BY
DEPOSIT			
RENTAL FEE			
DEPOSIT REFUND			

Signature of Lessee	Date
Signature of person in charge at event	Date