

**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 WIPED 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

**BANQUET/RECEPTION FACILITIES RENTAL GUIDELINES
FENTON TOWNSHIP CIVIC COMMUNITY CENTER**

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) Approved by: _____

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 consider 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.