

**The Marquee of Redford Township**  
**15150 Norborne Street**  
**Redford, MI 48239**  
**313-387-2785**

**FACILITY RENTAL AGREEMENT**

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_

Contract Name \_\_\_\_\_

Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (W) \_\_\_\_\_ (H) \_\_\_\_\_ I \_\_\_\_\_

Contact Person (if different than contract name) \_\_\_\_\_

Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (W) \_\_\_\_\_ (H) \_\_\_\_\_ I \_\_\_\_\_

Name of organization (if applicable) \_\_\_\_\_

Type of Event (wedding, shower, graduation, etc.) \_\_\_\_\_

**FEE SCHEDULE:**

**CAPACITY:**

Security Deposit: \$150.00

150 People

Rental Fee: \$ \_\_\_\_\_

**PAYMENT INFORMATION:**

**Security Deposit:**

Date \_\_\_\_\_ Amount Paid \_\_\_\_\_ Check # \_\_\_\_\_

**Payments Received:**

Date \_\_\_\_\_ Amount Paid \_\_\_\_\_ Check # \_\_\_\_\_

Date \_\_\_\_\_ Amount Paid \_\_\_\_\_ Check # \_\_\_\_\_

## **PART I – GENERAL RULES AND RENTERS RESPONSIBILITIES:**

1. Renter must be at least 21 years of age to rent the Marquee. Renter must be present the entire duration of the event. A valid driver's license is required for each rental contract.
2. There is no smoking allowed inside the Marquee. Smoking is allowed outside the facility only. Evidence of smoking inside the building will result in loss of security deposit.
3. No pets allowed in the Marquee.
4. No thumbtacks, staples or nails to be affixed to the walls, floors, tables, ceiling or doors and nothing is to be attached to or hung from the ceiling.
5. All candles must have glass protection.
6. No alcohol is allowed outside the facility – including parking lot areas. See Part 4 regarding consumption of alcohol on premises only.
7. Renter may not sell any items, food or refreshments, or services to participants; unless approved by the DDA Director.
8. Any person in attendance who behaves in an inappropriate or illegal manner will be asked to leave the premises. All requests and directives by a DDA staff person must be followed. All applicable Township laws and ordinances will be obeyed.
9. For the duration of the rental period, renter must assume the responsibility to have adequate safety measures in place to protect the safety of those in attendance, such as, access to a telephone for 911 services and first aid materials and emergency exits are to be kept clear at all times.
10. Materials/equipment will not be used in a manner that could cause bodily injury or property damage.
11. Facilities must be used for their stated purpose unless written permission for an alternative use is granted by township staff. Requests may be denied for competing or conflicting uses.
12. Live bands, DJ's and other outside forms of entertainment are permitted but must be approved by the DDA Director, and appropriate insurance forms must be provided to DDA office at least 48 hours prior to event commencing. The township noise ordinance must be adhered to before, during and after the event.
13. Rides, amusements, petting zoos, inflatable games, dunk tanks, generators, fog machines, glitter decorations, hot or cold air balloons and ice cream trucks are not permitted.
14. Caterers, gas grills, charcoal grills portable pop up tents and ice cream carts are permitted, but all grills must be a minimum of ten feet outside the Marquee. Any fire sources be it propane or charcoal must be contained in approved containers.
15. Renters and their participants must park their vehicles in the appropriate locations.
16. Renter to sweep/clean and remove all trash from the facility and place into the provided dumpster located at the northwest corner of the Police Station, adjacent to the Marquee.
17. Renter to properly secure the Marquee after event has concluded. All events to conclude by 10:00 p.m. unless otherwise authorized by DDA Director.
18. Renters and their services are not permitted admittance to the Marquee until the designated time on the Rental Agreement. **Renters and their services must vacate the facility by the time designated on the Rental Agreement.** (Please note: set up and clean up times are included in designated hours of rental).
19. Renter is responsible for taking out all items brought in and throwing away all disposable items in the garbage cans and bags provided. No items are to be left over night. Items left behind will be disposed of. The DDA is not responsible for any items left behind.

## **PART 2 – SECURITY DEPOSIT:**

A security deposit is required at the time the contract is signed. The security deposit will be withheld until it has been determined that there is no damage and/or rule violations as per the General Rules detailed. Damage and/or rule violations will result in loss of the full security deposit.

All refunds will be processed within 30 days and will be returned by mail to the contract address on the Rental Agreement.

**Please complete the registration form along with the security deposit payment (cash/check/money order made payable to Redford Township) to the following address: Redford Township Community Center, Attn: Community Development Department, 12121 Hemingway, Redford, MI 48239.**

## **PART 3 – PAYMENT POLICY:**

- **Facility Rental Fees for 3 hour rentals or less are due 30 days prior to the event.**
- **Facility Rental Fees for 5 hour rentals are due 45 days prior to the event.**

## **PART 4 – ALCOHOL POLICY:**

The renter is allowed to serve alcoholic beverages except under the following circumstances: It is prohibited by law to accept money for alcohol, or to sell tickets to an event where alcohol is present unless a Special License for Sale of Beer and Wine only and/or Beer, Wine and Spirits for consumption on the premises is obtained by the Renter from the State of Michigan Liquor Control Commission. The Renter (if accepting money for alcohol, or to sell tickets to an event where alcohol is present) must purchase and provide proof of purchase of:

- 1) a Liquor License and/or
- 2) a Liquor Liability Bond to The Charter Township of Redford in a timely fashion (one week prior to rental)

Due the increased risk of liability at events at which alcohol is being served, the Renter agrees that not only will the Renter obtain all necessary insurance, but in addition thereto the Renter specifically agrees to hold the Charter Township of Redford and the Redford Township Downtown Development Authority, its officers or agents harmless from any and all claims arising out of the rental of the Marquee of Redford Township premises and / or the serving of alcoholic beverages. The Renter further agrees to hold harmless and indemnify the Charter Township of Redford and Redford Township Downtown Development Authority its officers, and agents from any and all claims and/or causes of actions that might arise out of the consumption of alcohol or the use of the premises, regardless of whether or not said claim has any basis in law



or equity. The Renter agrees to promptly notify the Redford Township Downtown Development Authority of any claim, provide all costs necessary in defending the claim, including but not limited to attorney fees and other costs of defense.

- Alcohol will be served at your event:      Yes       No
- I will be accepting money for alcohol:      Yes       No
- I will obtain Liquor License:      Yes       No
- I will obtain Liquor Liability Bond:      Yes       No

**PART 5 – FOOD PREPARATION AREA:**

A food preparation area is not available to Rentals. The Renter is responsible for any and all actions, damages, or missing items that are in control of the Renter or Renter’s caterer. Damages and/or missing items will result in the loss of the entire security deposit. The Renter may be billed if damages exceed the amount of the security deposit.

**PART 6 – CANCELLATION POLICIES:**

- **3 & 4 Hour Rentals – 15 Day Cancellation**  
Up to 15 days prior to event, a \$25 cancel fee will be charged from the security deposit. Within 15 days of the event the entire security deposit will be retained.
- **5 Hour Rentals – 30 Days Cancellation**  
Up to 30 days prior to event, a \$50 cancel fee will be charged from the security deposit. Within 30 days of the event, the entire security deposit will be retained.

All refunds will be processed within 30 days and will be returned by mail to the contract address on the Rental Agreement.

**PART 7 – DISCLOSURE POLICY:**

Acknowledgment by Renter that the Activity will conform with Federal, State and Township Laws and/or Ordinances.

1. The Renter must disclose the purpose for which Rental Facilities will be used. Failure to disclose the purpose of said rental or failure to obtain the written permission of the Redford Township and the Downtown Development Authority prior to signing any Rental Agreement will result in the immediate forfeiture of any security deposit paid therefore and result in the cancellation of said Rental Agreement by the Redford Township Downtown Development Authority.
2. The Redford Township Downtown Development Authority may refuse to rent said facility or may cancel a Rental Agreement under the following circumstances:
  - a. If it is determined that the proposed activity or use of the facility will unreasonably interfere with the general public’s enjoyment in the surrounding

- neighborhood.
- b. If it is determined that false information is provided in the written application.
  - c. If it is determined by the Redford Township Downtown Development Authority, in its sole and uncontrolled discretion, that the use may result in any extraordinary burden or expense to the Redford Township Downtown Development Authority.
  - d. If the rental herein would conflict with any other existing Rental Contract Agreements regarding the usage of the said facility.

**Contract Termination Option:**

The Redford Township Downtown Development Authority reserves the right of immediate termination of this Rental Agreement upon violation by the Renter of the rental policies.



**NOTE: The Marquee of Redford Township is located within the Redford Town Hall complex (main address is 15145 Beech Daly Road).**

**Marquee of Redford Township – Rental Fee Schedule 2021:**

**Sunday through Thursday Rentals:**

Facility Rental - 5 Hour rental or less:	\$250.00	Non-profit \$200.00
Additional Hour:	\$ 50.00	\$ 40.00
Security deposit:	\$150.00	\$150.00

**Friday and Saturday Rentals:**

Facility rental - 5 Hours:	\$300.00	\$250.00
Additional Hour:	\$ 60.00	\$ 50.00
Security deposit:	\$150.00	\$150.00

**I, the undersigned, agree to the terms of this Facility Rental Agreement for the Marquee of Redford Township.**

Name (print please) \_\_\_\_\_

Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (W) \_\_\_\_\_ (H) \_\_\_\_\_ (C) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Driver's License # \_\_\_\_\_

Date \_\_\_\_\_

*Note: Please include a copy of your State of Michigan issued Driver's License when the Facility Rental Agreement is submitted to the DDA Office.*

**HOLD HARMLESS AGREEMENT:**

I agree, to the fullest extent permitted by law, to indemnify and hold harmless the Charter Township of Redford, including any of its employees, officers, agents, or volunteers, from any loss, costs, damage to property, personal injury or bodily injury including death, expense or liability of any kind, including attorney fees, arising out of or is in any way connected or associated with the use of the Marquee of Redford Township whether negligent or otherwise. I certify that I am 21 years old or older and I understand this Hold Harmless Agreement.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**\*\*\* DOWNTOWN DEVELOPMENT AUTHORITY OFFICE USE ONLY \*\*\***

Event Date \_\_\_\_\_ Refund Amount \_\_\_\_\_

Payable To \_\_\_\_\_

Address \_\_\_\_\_

Check number \_\_\_\_\_ Date \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_

Refund Mailed \_\_\_\_\_ By \_\_\_\_\_

Comments \_\_\_\_\_

Approved By: \_\_\_\_\_ Date \_\_\_\_\_

Michael D. Dennis, Director  
Redford Township Downtown Development Authority

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