

Civic Center & Fuerst Park Reservation Information



City of Novi – Facility Operations Department
45175 Ten Mile Road, Novi, Michigan 48375

Phone (248) 347-0569 / Fax (248) 347-3286 / reservations@cityofnovi.org or cityofnovi.org

FACILITY AVAILABILITY: Available rental hours (excluding holidays or when City offices are closed)

Weekday Hours Monday - Thursday 6 a.m.-10 p.m.
Friday 7 a.m.-5 p.m.

Weekend Hours Friday 5 p.m.-11 p.m.
Saturday 7 a.m.-11 p.m.
Sunday 7 a.m.-10 p.m.

RENTAL OPTIONS	CAPACITY	WEEKDAY 2-hour minimum		WEEKEND 3-hour minimum	
		Rate per hour		Rate per hour	
<i>No Food, Drink, Tables or Chairs in Fitness Studios</i>					
Multi-Use Quad		Resident	Non-Resident	Resident	Non-Resident
1 Quarter	100 people	\$55	\$65	\$75	\$85
2 Quarters	200 people	\$105	\$125	\$145	\$165
3 Quarters	300 people	\$155	\$185	\$215	\$245
4 Quarters	400 people	\$205	\$245	\$285	\$325
Activities Room	50 people	\$40	\$50	\$60	\$70
Atrium	300 people	\$155	\$185	\$215	\$245
Council Chambers	141 people	\$80	\$90	\$100	\$110
Conference Rooms (3 available)	10-15 people	\$15 for room only		\$25 with additional tech	
Fitness Studios					
1 Room	30 people	\$30	\$40	\$55	\$65
2 Rooms	60 people	\$55	\$65	\$75	\$85
3 Rooms	90 people	\$80	\$90	\$100	\$110
Township Hall (off campus)	50 people	\$55	\$65	\$75	\$85
Fuerst Park Grounds & Amphitheatre (off campus) *Includes Township Hall rental	PRCS Department approval	Res:\$550/per day Non Res: \$650/per day			
Special Event Building Package 4-hour minimum. Includes: Fitness Rooms A-C, Activities Room, Multi-Purpose Room, Atrium and Kitchen	700-800 people	WEEKDAY 4-hour minimum Res: \$350/hr Non Res: \$420/hr		WEEKEND 4-hour minimum Res: \$430/hr Non Res: \$475/hr	
Room Capacity Contingent on Set Up Style					

SECURITY DEPOSIT

- \$150 per quarter room or rental space
- \$1,000 for all alcohol events
- Fitness Studios A, B or C: Rental needs to be paid in full

ADDITIONAL CHARGES FOR PARTIES LARGER THAN 200

Party Size	Extra Building Attendants required	Cost (Flat Rate)
201-300	1	\$50
301-400	2	\$100
401-500	3	\$150
501+	4	\$200

ADDITIONAL RENTALS

Additional Set-Up Time event ONLY.	\$ 25/hr.	For additional decorating time before
Coffee/Tea Service	\$ 6 each	Ten cups
Ice	\$ 2 each	One bag
Ice Water	\$ 0.50 each	A pitcher
Kitchen Rental	\$ 75	Flat Rate
Stage Panels and 23")	\$ 40 each	Panels are 4' x 8' (legs 7.5"
Table Coverings and rectangle tables	\$ 3 each	(white only) for use with round

EQUIPMENT	PRICE	EQUIPMENT	PRICE
Easels	\$2	LCD Projector & cart	\$40
Extension Cords	No Charge	PA Mixer – 4 Microphones	\$50
Flat Screen TV/DVD	\$30	Podium	\$10
Flip Pad Usage	\$5	Portable Speaker & microphone	\$25
Grand Piano	\$100	Screen	\$10

Payment:

A security deposit is required to reserve rental space. A security deposit may be paid with MasterCard, Visa or Discover credit/debit cards, check or cash. The balance of the rental fee is due no later than 30 days prior to the event. If a rental is booked less than 30 days prior to the event, the full balance (security deposit and rental fee) is due when reserving the rental.

If booking one (1) room (A-C), you must pay in full in order to reserve your spot.

Initials _____

Room Cancellation Policy:

Cancellation charges are as follows:

- 30 days or more prior to the event – refund less 15% administrative fee
- Less than 30 days prior to the event – 50% refund
- Less than 15 days prior to the event – NO REFUND

Initials _____

Additional Information

- Room set-up sheet must be submitted 14 days prior to scheduled event. If no set-up request is provided, a standard set-up will be done.
- Building attendant will do only the **initial** set-up. Renter is responsible for any reconfiguration during the rental time.
- Refunds and rescheduling due to renter's extenuating circumstances are at the discretion of the City.
- Time of reservation must be **continuous**.

Initials _____

POLICIES AND RULES

1. Submitting Requests for a facility reservation

- Applications for one-time use will be processed on a first-come, first-serve basis.
- Applications must be submitted to the Parks, Recreation and Cultural Services (PRCS) Department at least two weeks prior to the date requested
- **Phone reservations are not accepted.**
- The Civic Center is available for continual reserved use on a weekly, bi-weekly and monthly basis, contingent on availability.
- Rental may not be for profit or for a continual recreational-type program.

2. The City of Novi does not allow private functions to charge a fee or admission. Sales of merchandise, products and services are prohibited.

3. Age Restrictions for Renters

- Any individual or group representative must be at least 21 years of age to reserve use of the facility.
- Groups comprised of individuals younger than 17 years of age must have two (2) adults (21+ years) in attendance for every 20 people during the time of rental.

4. Alcohol Allowance Policy

- Alcohol permits require eight (8) weeks processing time, additional paperwork and fees. Contact Parks Reservations for more information at (248) 347-0569.

5. Gambling is prohibited in all City facilities, unless authorized by City Council.

6. Events must start and end within the reserved time period, and be continuous. Nothing may be dropped off prior to rental time and everything must be removed at the conclusion of your rental. Extensions to rental time are up to the discretion of the building attendants on duty.

7. Caterer Requirements –14 days prior to rental, the renter is required to provide:

- A copy of caterer's State of Michigan License

- Proof of a General Liability Insurance Rider for \$1 million with a Rental Insurance Endorsement form is required from the caterer must be on file prior to food delivery or service.
- **If the above documents are not received, the caterer will not be allowed to set up or serve.**

8. Decorations

- One hour prior to rental time is complimentary for decorating.
- Decorating **can only be done** during the rental time. Please ask about reduced fee for decorating.
- All decorations must be removed at the conclusion of event.
- **Double-sided tape is not allowed.** To adhere decorations to block and moveable walls, use duct or packaging tape. **No balloons, confetti, sparkles, birdseed, rice, flower petals or the like are allowed without prior approval.**
- If the theater stage is used, nothing can be pinned or adhered to the curtain or side panels.
- **There are no ladders on site for renters use.**
- **Building attendants DO NOT assist renters with decorating or serving.**

9. Fire Prevention Regulations

- No open flames allowed.
- No hot plates or table top ovens allowed.
Exceptions: Sterno for heating food.
- Electrical extension cords and decorations must be flameproof.
- Corridors, exits and stairways must be free of obstruction at all times. Exits are to be lit when rooms are in use.
- Maximum capacity numbers in rooms must be observed.

10. **Table and chair set-up/tear-down** will be done by a PRCS building attendant. Rental area must be left in the same condition as received. Leaving the rental space in an unacceptable condition will affect the renter's ability to rent in the future and/or loss of security deposit. All renters' personal items, including decorations, must be removed at the conclusion of rental.

11. Clean-up requirements for Security Deposit return

- Rented space must be left in the same condition as received.
- If the kitchen is used, it must be emptied of all **renters'** belongings and cleaned. A building attendant must sign off that the kitchen has been sufficiently cleaned.
- Renter must wipe down all tables and chairs, and clean floor of any spills, debris, or messes. Cleaning supplies will be made available to all renters. Trash bags will be provided and disposed of by a building attendant. The physical clean-up must be done by renter. No staff is available for use or hire.
- Room clean-up **must** be performed before the conclusion of rental time.

12. Groups shall be restricted to the room assigned, excluding the restrooms. If space not included in the rental is utilized, the renter will be billed for the use of

that space. This amount will be deducted from the security deposit. Any amount above the security deposit will be billed directly to the renter.

13. **Kitchen Use:** Kitchen rentals include double ovens, six-burner stove top, microwave, stainless-steel prep counter, left side of refrigerator and freezer, and prep/clean up sinks. Renters must provide their own supplies during their rental.
14. Use of areas outside the building is restricted to the parking facilities, unless specific approval is obtained prior to the event from the PRCS Director. Groups shall be responsible for control of the parking area.
15. Every effort will be made to provide the space to the renter that is secured; however, PRCS has the right to relocate events as deemed necessary and renter will be notified as far in advance as possible.
16. Smoking is prohibited in all City facilities. Smoking is permitted **100 feet** outside of the building. Violations will result in forfeiture of your rental security deposit.
17. The City of Novi is not responsible for lost, stolen or damaged personal property incurred during facility rental.
18. The City of Novi assumes no responsibility for accidents, injuries, lost or damaged articles while attending a meeting or a rental group event.
19. The day of the event, the renter must check-in and out with the building attendant on site.
20. A building attendant will be on duty at the Civic Center during all rentals. Any accidents must be reported to the building attendant immediately. If an incident occurs at Township Hall or the Amphitheatre, please call the building attendant at (248) 343-5618.
21. If building is not open, please call the building attendant number: (248) 343-5618
If no one answers, call non-emergency number for Novi Police: (248) 348-7100.

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If any on the above items are not adhered to, the security deposit will be forfeited.



RECREATION AND CULTURAL SERVICES DEPARTMENT APPLICATION FOR FACILITY RESERVATION

City of Novi – Facility Operations Department
45175 Ten Mile Road
Novi, MI 48375
cityofnovi.org

Ph: 248.347.0569 / Fax: 248.347.3286 / Email: reservations@cityofnovi.org

Name: _____ Organization: _____

Address: _____ City: _____ Zip: _____

Phone: (Primary) _____ (Secondary) _____ (Fax) _____

Type of Activity: _____ Anticipated Attendance: _____

Time: Start _____ End _____ **(Rental Includes 1 hr set up prior to event--additional is charged per hr.)**

Date/s Requested _____ E-mail _____

(Request up to 4 separate dates or list single days in order of preference-for repetitive dates use Multiple Date Request Sheet):

1) Day _____ Date _____/_____/20____ and/or 2) Day _____ Date _____/_____/20____

3) Day _____ Date _____/_____/20____ and/or 4) Day _____ Date _____/_____/20____

Facility Requested: Civic Center ___ Township Hall ___ Amphitheatre ___

Room Requested: Activities Room ___ Council Chambers ___ Conference Room ___

Fitness Studio: Room A ___ Room B ___ Room C ___

Multi-Purpose Room: Banquet Qtr. ___ Event Qtr. ___

Gateway Qtr. ___ Theatre Qtr. ___

Special Requested: Special Event Bldg. Package (All rooms) ___ Atrium ___

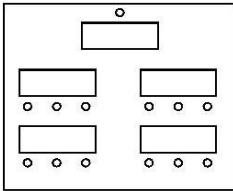
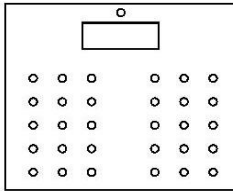
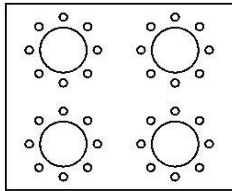
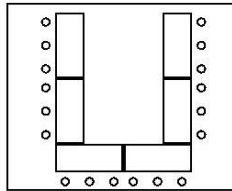
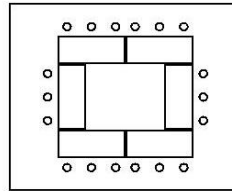
Event Request: Will Food be served? Yes ___ No ___ Catered? Yes ___ No ___ *(License. & Insurance is required)*

Will Alcohol be served? Yes ___ No ___ *(If Yes: License. & Insurance is required)*

Will you need Kitchen? Yes ___ No ___

Coffee Request: Would you like coffee? Yes ___ No ___
If Yes, Number of cups: Reg. ___ Decaf ___ (in 10s)

Check room set-up below:

				
<input type="checkbox"/> CLASSROOM	<input type="checkbox"/> THEATRE STYLE	<input type="checkbox"/> BANQUET STYLE	<input type="checkbox"/> "U" SHAPE	<input type="checkbox"/> CONFERENCE

Special Requests: _____

I hereby made this application for the use of the Novi Civic Center/Township Hall on the date and hours stated. I also certify that the information on the application is true and I have read and agree to abide by the rental policy pertaining to the use of the Civic Center/Township Hall as adopted by the City of Novi. I also agree to the fee charged, and shall be responsible pertaining to the use of the facility in accordance with the rental policy.

I further agree to indemnify, defend and save harmless the City of Novi, its officers, agents and employees from and against all loss or expense (including costs and attorney fees) by reason of liability imposed by law upon the City of Novi, its officers, agents and employees for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons, or on account of damage to property including loss of use thereof, arising out of or in consequence of the performance of this application, whether such injuries to persons or damage to property is due or claimed to be due to the negligence of the contractor, the City of Novi, its officers, agents and employees.

Signature _____ Date _____

Applicant's Driver License # _____ Contract # _____

**PARKS, RECREATION & CULTURAL SERVICES DEPARTMENT
FACILITY OPERATIONS**

Thank you for choosing the Novi Civic Center for your upcoming event! We are looking forward to welcoming you and your guests. In order to preserve the appearance of our facility for your enjoyment, we require that all instructions are followed.

Please refer to the Policy and Rules page for decorating and rental guidelines. Damage fees will be assessed to any group that does not abide by these policies.

Loss of security deposit will result if conditions of approval are not followed.

It is the renter's responsibility to notify outside decorators, speakers, and contractors of these policies. The renter will be responsible for costs of additional cleaning or damages to the premises caused by the renter, their guests, or independent contractors. The City of Novi staff will only communicate with the person listed on the application. **One contact allowed per rental only.**

Please refer to your rental contract for a complete listing of policies and procedures.

Renter must check in with the building attendant at the time of the event and check out when the event has ended.

In order to receive resident rate, you must show proof of identification.

Renter Signature: _____ Date: _____

Telephone: _____ Mobile: _____

Credit Card Number _____ Expiration Date _____

American Express ___ Discover ___ MasterCard ___ VISA ___ Security Code _____

Contact Person Day of Event

NAME _____ PRIMARY PHONE _____

EMAIL _____ SECONDARY PHONE _____

FOR OFFICE USE ONLY

FEES:

Rental _____
Kitchen _____
Stage _____
Coffee _____
Security Deposit _____
Other _____
Total Due: _____

1st Payment _____
Date _____
2nd Payment _____
Date _____