

# 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](mailto:reservations@cityofnovi.org) or [cityofnovi.org](http://cityofnovi.org)

## Novi Civic Center Rental Prices

RENTAL OPTIONS	WEEKDAY 2-hour minimum		WEEKEND 3-hour minimum		Security Deposit
	Rate per hour				
<b>Multi-Use Quad</b>	Resident	Non-Resident	Resident	Non-Resident	
1 Quarter	\$55	\$65	\$75	\$85	\$150
2 Quarters	\$105	\$125	\$145	\$165	\$300
3 Quarters	\$155	\$185	\$215	\$245	\$450
4 Quarters	\$205	\$245	\$285	\$325	\$600
<b>Kitchen</b>	\$75 Flat Rate				
<b>Activities Room</b>	\$40	\$50	\$60	\$70	\$150
<b>Atrium</b>	\$155	\$185	\$215	\$245	\$600
<b>Council Chambers</b>	\$80	\$90	\$100	\$110	\$150
<b>Conference Rooms</b> (3 available)	\$15	\$20	\$25	\$30	Paid in Full
<b>Fitness Studios</b>					
1 Room	\$20	\$25	\$25	\$30	Paid in full
2 Rooms	\$30	\$35	\$35	\$45	
3 Rooms	\$40	\$45	\$45	\$55	
<b>Township Hall</b> (off campus)	\$55	\$65	\$75	\$85	\$150
<b>Fuerst Park Grounds &amp; Amphitheatre</b> (off campus) *Includes Township Hall rental	Res:\$550/per day      Non Res: \$650/per day				
<b>Special Event Building Package</b> 4-hour minimum. Includes: Atrium, Council Chamber, Four Quarters, Activities Room and Kitchen	<b>WEEKDAY</b> 4-hour minimum Res: \$350/hr. Non Res: \$420/hr.		<b>WEEKEND</b> 4-hour minimum Res: \$430/hr. Non Res: \$475/hr.		\$600

Events with alcohol require \$1,000 security deposit.

Events with 2 hours of extra decorating time require an additional \$100 security deposit.

### Room Cancellation Policy:

- 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

### Payment:

A security deposit is required to reserve rental space. Security deposit may be paid with credit/debit cards, check or cash. The balance of the rental fee is due no later than 14 days prior to the event. If a rental is booked less than 21 days prior to the event, the full balance (security deposit and rental fee) is due when reserving the rental.

## General Information

FACILITY AVAILABILITY: Rental hours (excluding holidays or when City offices are closed)		
<b>Weekday</b>	Monday – Thursday	7 a.m. – 10 p.m.
	Friday	7 a.m. – 5 p.m.
<b>Weekend</b>	Friday	5 p.m. – 11p.m.
	Saturday	7 a.m. – 11 p.m.
	Sunday	7 a.m. – 10 p.m.

Rental Options	Capacity Contingent on Set Up Style	Square Footage	Features
<b>Multi Use Quad</b>			
Gateway Quarter	100	1600	Entrance to Atrium
Event Quarter	100	1600	
Banquet Quarter	100	1760	Attached kitchen available for rental
Theatre Quarter	80	1200	Stage
<b>Activities Room</b>	40-50	800	Counter with sink
<b>Atrium</b>	300	6,700	Main entrance area with high ceilings
<b>Council Chamber</b>	141	2,705	Theatre style seating
<b>Conference rooms</b>	12-14	varies	
<b>Fitness Studios</b>	10-15 per room	600 per room	Hardwood floors / mirrors
<b>Special event package</b>	700		Atrium, 4 Quarters, Council Chambers, Activities Room, and Kitchen
<b>Township Hall</b>	50	924	Off campus historic building located in Fuerst park

### ADDITIONAL SERVICES

Additional Set-Up Time	\$25/hr.	2 hours maximum – additional security deposit of \$100 for 2 hrs.
Coffee/Tea Service	\$6	Ten cups
Ice	\$2	7 lb. bag
Ice Water	\$1	One pitcher with cups

### ADDITIONAL RENTALS

EQUIPMENT	PRICE	EQUIPMENT	PRICE
Easels	\$5	LCD Projector & cart	\$40
Extension Cords	No Charge	Screen	\$10
Flat Screen TV/DVD	\$30	PA Mixer – 4 Microphones	\$50
Podium	\$10	Portable Speaker & microphone	\$25
Stage Panels (4 x 8)	\$40 each	Disposable table covering	\$3 each

## 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, admission or accept donations. 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.

### 5. Events must start and end within the reserved time period, and be continuous. Nothing may be dropped off prior to rental time and belongings must be removed at the conclusion of your rental. **Room needs to be vacated by renters, guest and contractors at the end of the rental time.**

### 6. 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.**

### 7. Decorations

- One hour prior to rental time is complementary for decorating.
- Additional decorating time is available for a reduced fee.
- All decorations must be removed at the conclusion of event.
- **Double-sided tape is not allowed.** To adhere decorations to 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.**

### 8. 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.

### 9. 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 result in loss of security deposit and affect ability to rent in the future. All renters' personal items, including decorations, must be removed at the conclusion of rental.

### 10. 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.

- 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.
11. 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.
  12. **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.
  13. 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.
  14. 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.
  15. 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.
  16. The City of Novi is not responsible for lost, stolen or damaged personal property incurred during facility rental.
  17. The City of Novi assumes no responsibility for accidents, injuries, lost or damaged articles while attending a meeting or a rental group event.
  18. The day of the event, the renter must check-in and out with the building attendant on site.
  19. 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**.
  20. 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**.
  21. Renter is responsible for the policies to be followed by any subcontractors and will be held accountable for subcontractor's actions.
  22. Use of kitchen utensils, paper products, and office supplies is highly discouraged. Fees will apply and be taken out of security deposit if these items are used.
  23. In order to receive resident rate, the renter must show proof of identification.

Initials\_\_\_\_\_

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

#### **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 and slight adjustments prior to the rental time.
- Refunds and rescheduling due to renter's extenuating circumstances are at the discretion of the City of Novi.
- Time of reservation must be **continuous**.



## 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](mailto:reservations@cityofnovi.org)

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ (Secondary) \_\_\_\_\_ Email \_\_\_\_\_

Type of Activity: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

Time: Start \_\_\_\_\_ End \_\_\_\_\_ **(Rental Includes 1 hr. set up prior to event)**

Date/s Requested \_\_\_\_\_ Attach separate sheet for multiple dates

**Facility Requested:** Civic Center \_\_\_ Township Hall \_\_\_ Amphitheatre \_\_\_

**Room Requested:** Activities Room \_\_\_ Council Chambers \_\_\_ Conference Room \_\_\_ kitchen \_\_\_

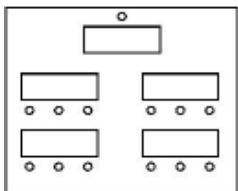
**Multi-Use Quad:** Banquet Qtr. \_\_\_ Event Qtr. \_\_\_ Gateway Qtr. \_\_\_ Theatre Qtr. \_\_\_

**Fitness Studio:** Room A \_\_\_ Room B \_\_\_ Room C \_\_\_

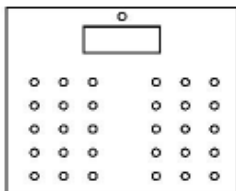
**Special Requested:** Special Event Bldg. Package (All rooms) \_\_\_ Atrium \_\_\_

**Event Request:** Will Food be served? Yes \_\_\_ No \_\_\_ Catered? Yes \_\_\_ No \_\_\_ **(License. & Insurance is required)**  
Will Alcohol be served? Yes \_\_\_ No \_\_\_ (If Yes: permit required and \$1,000 security deposit)

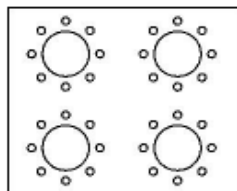
**Check room set-up below:**



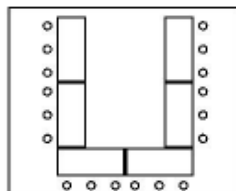
CLASSROOM



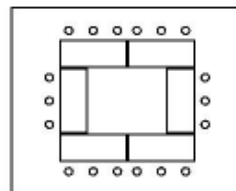
THEATRE STYLE



BANQUET STYLE



"U" SHAPE



CONFERENCE

**These items can be added up to two weeks prior to the rental and will be charged with final rental payment.**

Additional items	Cost	Quantity	Total
Extra Set-Up Time	\$25/hr. – 2 hrs. Maximum		
Coffee/Tea Service	\$6 per 10 cups		
Ice	\$2		
Ice Water	\$1		
LCD projector	\$40		
Screen	\$10		
Small speaker & microphone	\$25		
Mixer & 4 microphones	\$50		
Podium	\$10		
Stage panels	\$40 each		
Disposable table coverings	\$3 each		
OTHER			

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 # \_\_\_\_\_

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

## **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.

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_

### **Contact Person Day of Event**

NAME \_\_\_\_\_ PRIMARY PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_ SECONDARY PHONE \_\_\_\_\_

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