CITY OF HAZEL PARK
RECREATION DEPARTMENT
Room Rental Application

ALL FEES MUST BE PAID IN FULL TO RESERVE ANY ROOM
Please note: If less than four (4) weeks notice on a room rental, payment must be made in CASH ONLY
All fees are in addition to a $75 Cash Security Deposit

WEEKEND RATES: (FRIDAY, SATURDAY, & SUNDAY)
Dining Room (holds up to 40 people)
1st four hours= $125 ($12.50 each hour thereafter)
Club Community Room (holds up to 60 people)
1st four hours= $150 ($15.00 each hour thereafter)
Activities Room (up to 150 people)
1st four hours= $200 ($22.50 each hour thereafter)

Kitchen: $25
Ice Machine: $5
Alcohol: $50

WEEKDAY RATES: (MONDAY-THURSDAY)
Dining Room (holds up to 40 people)
1st four hours= $100 ($10 each hour thereafter)
Club Community Room (holds up to 60 people)
1st four hours= $120 ($12.50 each hour thereafter)
Activities Room (up to 150 people)
1st four hours= $140 ($15 each hour thereafter)

Cancellation Fees:
Cancellations made within 7 days of the event will receive NO REFUND. All other cancellations prior to a week of the event will receive a 25% deduction of the total paid.

Additional Rules & Regulations:
1. All reservation requests must be submitted on the proper application to the Recreation Department before the day of the event.
2. The Applicant/Renter must be over eighteen (18) years of age.
3. Applicant/Renter’s Security Deposit will be revoked with any loss, damage, or breakage of equipment in the building or parking area. Any additional cost of damage will be billed to Applicant/Renter.
4. Groups are to place waste in containers provided. Future privileges will be revoked if facility left in poor condition.
5. Acceptable behavior is expected of everyone; abusive language and excessive loudness is prohibited.
6. Groups must be responsive to any and all directions of staff personnel; rules and regulations posted for the health and safety of all persons must be observed.
7. All accidents and/or damages are to be reported to the Hazel Park Recreation Staff.
CITY OF HAZEL PARK  
RECREATION DEPARTMENT  
Community Center Room Rental Application  
620 W. Woodward Heights, Hazel Park, MI 48030  
248-547-5535

ROOM REQUESTED __________________________ DATE REQUESTED __________________________

TIME REQUESTED (Must include Decorating & Clean-up) From __________________________ TO __________________________

TYPE OF EVENT __________________________ # OF PEOPLE EXPECTED __________________________

PLEASE CHECK EQUIPMENT THAT WILL BE NEEDED:

KITCHEN* $25 FEE (*if available) ______ COFFEE POT ______ USE OF ICE MACHINE $5 FEE ______
TABLE ________ CHAIRS ________

ALCOHOL $50 FEE YES ______ NO ______ If yes, please review Hazel Park Ordinance 829 and complete alcoholic beverage permit section on the back of this form. A copy of the Applicant’s Driver’s License is required.

SET-UP REQUESTS:

________________________________________________________
________________________________________________________

NAME __________________________ DATE OF BIRTH __________________________

ADDRESS __________________________ CITY __________ ZIP __________

PHONE __________________________ ALTERNATE PHONE __________________________

DRIVERS LICENSE NUMBER __________________________

COST: # OF HOURS ________ AT THE PRICE OF $ ________
ADDITIONAL # OF HOURS ________ AT THE PRICE OF $ ________
EQUIPMENT & ALCOHOL FEES $ ________ SECURITY DEPOSIT $75 = TOTAL $ __________________________

Signature of Applicant __________________________ DATE __________________________
CITY OF HAZEL PARK
RECREATION DEPARTMENT

Hazel Park Community Center
Rental Agreement Rules & Regulations

Applicant wishes to rent the use of the facilities belonging to the City of Hazel Park, Hazel Park Recreation. Therefore, in consideration the following conditions, the parties agree:

1. Applicant agrees to pay the room rental fee and security deposit in full at the time of the registration of the event.

2. Applicant agrees to pay a $75 (CASH ONLY) Security Deposit at the time the rental application is submitted. Security Deposits may be claimed from the Hazel Park Recreation Department within 14 days of the event, after which, the Security Deposit is forfeited to the City.

3. Applicant understands that a $50 fee will be applied for alcoholic beverages. Beverages are limited to beer and wine only, unless there is a prior approval by the City Manager. Applicant/Renter understands that the Community Center is a non-smoking facility.

4. Cancellation Policy: Any cancellation will result in a loss of 25% of the total rental cost.

5. Applicant/Renter understands and agrees that the room rental must include decorating and clean-up time. Additional hours may be purchased for this purpose.

6. Applicant/Renter agrees that the Hazel Park Recreation Department has the final decision on the use of any facility.

7. Applicant/Renter agrees to abide by the following fire regulations:
   a. The use of open flame is prohibited without prior approval
   b. All EXITs, EXIT corridors, and pathways must be observed.

8. Applicant/Renter agrees to clear all decorations, food, trash, etc. from the room. Any spills must be wiped up and tables/countertops wiped off. Failure to leave room in pre-rented condition will result in a loss of the Security Deposit ($75).

9. Applicant/Renter understands and agrees that Hazel Park Recreation Dept. is not responsible or liable for any lost, stolen, or damaged equipment and/or supplies. Hazel Park Recreation Dept. will not be responsible for any loss of monies incurred by Applicant/Renter.

10. The applicant/renter agrees not to use the Hazel Park Community Center name or phone number on any advertising or publication without prior written consent.

Applicant/Renter

__________________________________________
Signature

__________________________________________
Date

Hazel Park Community Center Staff

__________________________________________
Signature

__________________________________________
Date
CITY OF HAZEL PARK
RECREATION DEPARTMENT
ALCOHOL BEVERAGE PERMIT

BEER & WINE ONLY PERMITTED

ORDINANCE # 829

THE CITY OF HAZEL PARK ORDAINS:

"9.18.160 ALCOHOLIC BEVERAGES- PERMIT. IT IS UNLAWFUL TO POSSESS, SERVE, GIVE AWAY,
SELL AND/OR CONSUME ANY ALCOHOLIC BEER, WINE OR LIQUOR UPON, IN OR AT ANY PUBLIC PARK,
PLAYGROUND, OR PARKING LOT, PROVIDED THAT A CITY PERMIT MAY BE ISSUED TO ALLOW BEER OR
WINE THEREON. CITY PERMITS SHALL BE ISSUED BY THE RECREATION DIRECTOR FOR FAMILY REUNIONS,
CHARITABLE, POLITICAL, FRATERNAL, OR SERVICE CLUB ACTIVITIES, OR INDUSTRIAL OR COMMERCIAL
PICNICS, AND TO DESIGNATED INDIVIDUALS REPRESENTING THE AFOREMENTIONED GROUPS WHO SHALL
BE PERSONALLY RESPONSIBLE FOR THE GROUP'S "CONDUCT, ACTIVITY, OR DAMAGE CAUSED BY ANY OF
THE INDIVIDUAL PARTICIPANTS."

NAME: ___________________________ PHONE: ___________ ALT: ___________

ADDRESS: _________________________ CITY: ___________ ZIP: ___________

DATE OF BIRTH: ___________ DRIVER'S LICENSE #: ___________

DATE OF EVENT: ___________ DAY: ___________ TIME: ___________

NUMBER OF PEOPLE: ___________ ORGANIZATION: ___________________

HAS APPLICANT HAS READ THE ABOVE ORDINANCE # 829 (located above) YES ________ NO ________

I, __________________________ (SIGNATURE OF APPLICANT) have read Ordinance # 829 regarding the
consumption of alcoholic beverages in Hazel Park Recreation Facilities and hereby accept all
responsibility for everything stated in Ordinance # 829 for the event dated ____________.

IMPORTANT: THIS PERMIT ALLOWS YOU TO SERVE ALCOHOL, NOT SELL IT. If you are selling tickets, charging
admission or accepting donations for this activity and having alcohol, you must obtain a liquor license from the
State of Michigan. Contact the Michigan Department of Licensing and Regulatory Affairs at (517) 373-1820. A copy
of this license should be submitted to the Hazel Park Recreation Department.

Will you be charging admission, selling tickets, or accepting donations for this activity?
YES ___________ NO ___________ (Check one)

APPROVAL SIGNATURE ________________________, RECREATION DIRECTOR