



CITY OF HIGHLAND PARK

Return to Excellence

DeAndre Windom, Mayor

ERNEST T. FORD FIELDHOUSE EVENT SPACE RENTAL AGREEMENT AND CONTRACT Planning, Policies, and Regulations

Event Date: _____ Set-Up Time: _____ Event Start Time: _____ Event End Time: _____

Type of Event: _____ Number of Guests: _____

Single Event or Multiple Days/Nights: _____ Location: ___ Fieldhouse ___ Field ___

Details (For the best event pre-planning and production please provide, on page two, a detailed plan and desired schedule for specific times and aspects of your event).

Client(s)/ Corporation: _____

Primary Contact: _____ Preferred Phone: _____ Email: _____

Secondary Contact: _____ Preferred Phone: _____ Email: _____

Emergency Contact: _____ Preferred Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

For use on the event date and time stated above a rental fee in the amount of \$_____ is due and payable on the schedules below. Cash, check, and some credit cards are accepted. **(ALL PAYMENTS SHOULD BE MADE TO THE CITY OF HIGHLAND PARK)**

Date-Hold Deposit (Non-Refundable): Amount _____ Due Date: _____

Remaining 50% Down Payment: Amount _____ Due Date: _____

All balances must be payable to **The City of Highland Park** no later than ten (10) days in advance of the event. (If the balance has not been paid within ten (10) days of the date of the event, **The City of Highland Park** has the right to cancel your event.

A SIGNED AGREEMENT, A DOWN PAYMENT AND APPROVAL FROM THE HIGHLAND PARK CITY COUNCIL MUST BE RECEIVED TO RESERVE YOUR DATES AND TIMES.

Acknowledged, Agreed and Authorized by Primary Contact/Renter:

DATE: _____

Acknowledged and Agreed by THE CITY OF HIGHLAND PARK:

By: Michael Drain

DATE: _____

Its: Director of the Ernest T. Ford Fieldhouse and
Reggie McKenzie Field



CONDITIONS AND RESPONSIBILITIES OF RENTER

*Please read the material below to make sure all parties understand the requirements of providing for everyone's safety and keeping **THE ERNEST T. FIELDHOUSE/REGGIE MCKENZIE FIELD** a well maintained and safe location for future use.*

RENTAL FEES

All balances must be payable to the City of Highland Park no later than ten (10) days in advance of the event. A down payment, along with the signed agreement and approval from the Highland Park City Council, is required to reserve the date and space. Payment may be made by cash, check or major credit card. No terms are implied or granted and no work will be allowed to commence until full payment is received.

INSURANCE

Special Event Liability Insurance is required for ALL Renters. The insurance must, at Renter's sole expense, provide and maintain public liability and personal property damage insurance, insuring Ernest T. Ford Fieldhouse located at 10 Pitkin, Highland Park, Michigan 48203 against all bodily injury, property damage, personal injury and other loss arising out of Renter's use and occupancy of the premises, or any other occupant on the premises, including appurtenances to the premises and sidewalks. The insurance required hereunder shall have a single limit liability of not less than \$1 Million, and general aggregate liability of not less than \$2 Million. The City of Highland Park (Ernest T. Ford Fieldhouse) shall be named as an additional insured of said policy. Proof of insurance must be provided before this Application can be submitted to the Highland Park City Council for approval. This application will NOT be submitted to the Highland Park City Council prior to the receipt of proof of all required insurance.

LIABILITY

Renter agrees to indemnify, defend, and hold The City of Highland Park, its elected and appointed officials, employees and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises. In the event The City of Highland Park is required to file any action in court in order to enforce any provisions of this agreement, Renter agrees to pay The City of Highland Park all reasonable attorney fees, court fees, and costs of suit incurred by The City of Highland Park including all collection expenses and interest due.

CAPACITY

Renter understands and agrees not to exceed the maximum standing capacity of The Ernest T. Ford Fieldhouse.

SITE DECORATION

The City of Highland Park wants to make every event here a special and welcome experience. Therefore every effort will be made to allow Renter to prepare decorations reflecting their creative requirements. However, we ask that only the City of Highland Park staff rearrange and move any furnishings. No nails, screws, staples or penetrating items should be used on our walls or fine wood. Any tape or gummed backing materials must be properly removed and any wall damage will be deducted from the deposit. No glitter or foil (non-paper) confetti is allowed on site.

CONDUCT

There is absolutely no drug use or smoking of any kind tolerated on the premises or within 25 feet of the building including loitering or congregating outside on the sidewalk at any time during the event. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Renter and guests shall use the premises in a



considerate manner at all times. Conduct deemed disorderly at the sole discretion of The City of Highland Park shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases NO refund of the rental fee shall be made.

NOISE

Renter acknowledges that the premises are located near residential units and therefore agrees to control the noise level at the event such that to not disturb neighboring occupants. In the event that renter's event creates a disturbance due to high noise volume, renter shall immediately reduce the volume. If repeated disturbances are created, renter may be expelled from the premises or the offending noise will be ended. In the event of disturbances to the point of expulsion, no portion of the rental fee will be refunded to renter.

LOST AND FOUND

The City of Highland Park bears no responsibility for personal effects and possessions left on premises during or after any event. However, every attempt will be made to return any recovered item to its rightful owner.

CANCELLATION

Date-Hold Deposit is Non-Refundable except in the event that the Highland Park City Council denies renters application.

More than 30 days prior to event: 50% of down payment will be returned.

From 5 days prior to event: NO RENTAL PAYMENT WILL BE REFUNDED.

CATERING, CLEANING, TRASH AND EQUIPMENT REMOVAL

The Ernest T. Ford Fieldhouse/Reggie McKenzie Field will be in a clean condition prior to your event. Within two (2) hours following the event, you are required to return the space to the same clean condition in which it was found. There is no open flame or frying allowed on site or any cooking that will create a large amount of smoke.

The City of Highland Park encourages those renting space to consider green, sustainable, fair trade, ecologically sound cleaning and zero waste solutions. All trash must be collected, properly bagged and removed by the Renter within three (3) hours after the event.

CITY, COUNTY, STATE AND FEDERAL LAWS

Renter agrees to comply with all applicable City, County, State, and Federal laws and shall conduct no illegal act on the premises. This is a drug free and non-smoking facility at all times, NO EXCEPTIONS. Renter shall not sell alcohol on premises at any time. Renter may not serve alcohol to minors on the premises at any time. Renter agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner. The City of Highland Park reserves the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of The City of Highland Park or the safety of its staff, guests, or building contents.

ENTRY AND EXIT

Renter agrees that The City of Highland Park staff may enter and exit premises during the course of the event. A representative of the City of Highland Park will be on-site during your entire event and will be checking periodically with the responsible parties to insure everything is working smoothly. We will also be checking the bathroom, the overall premises, replenishing hand towels and toilet paper, and will be available for questions or to respond to needs or issues that may arise



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at any time.

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_____ DATE: _____

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By: Michael Drain

_____ DATE: _____

Its: Director of the Ernest T. Ford Fieldhouse and
Reggie McKenzie Field

Facility Fee Schedule

Ernest T. Ford Fieldhouse 10 Pitkin Highland Park, MI 48203

Reggie McKenzie Field 15500 Hamilton Highland Park, MI 48203

Facility	Resident Fee	Non-Resident Fee
<input type="checkbox"/> Gym Rental	\$50 per hour	\$75 per hour
<input type="checkbox"/> Room Rental	\$25 per hour	\$35 per hour
<input type="checkbox"/> Kitchen Rental	\$25 per hour	\$35 per hour
<input type="checkbox"/> Baseball and Softball Field Rental	\$25 per hours	\$35
	(3 hours or less)	
<input type="checkbox"/> Team Home Field Rate (14 game max)	\$275	\$400
<input type="checkbox"/> Football Field Rental	\$40 per hour	\$50
<input type="checkbox"/> Soccer, Rugby, Lacrosse Rental	\$40 per hour	\$50

Total hours _____ **Total cost** _____