



Rental Packet

Rooms

Whether for business, leisure, formal, informal, social or educational we have the space you're looking for.

Our rooms can accommodate 2 to 175 and can be set in a multitude of arrangements.

SOUTHFIELD

PR

Parks & Recreation

26000 Evergreen Rd. Southfield, MI 48076

(248) 796-4620 main
(248) 796-4607 booking
(248) 796-4605 fax

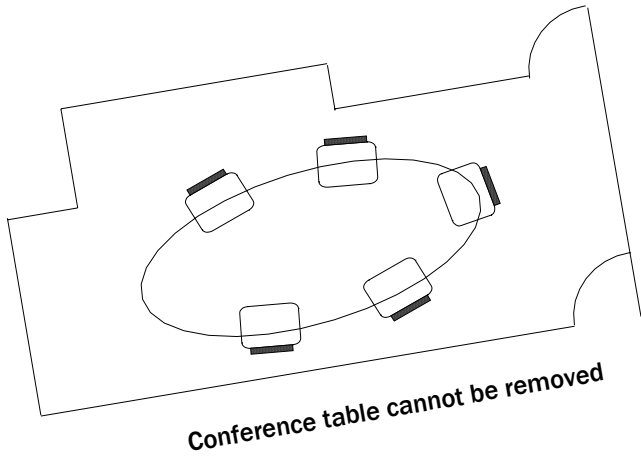
We Create Community through People, Parks and Programs

Conference Room - 220 sq. ft.

\$12.00/Hour - No deposit

Can hold 5 people in a conference style placement only.

Small viewing TV & Executive high back chairs.

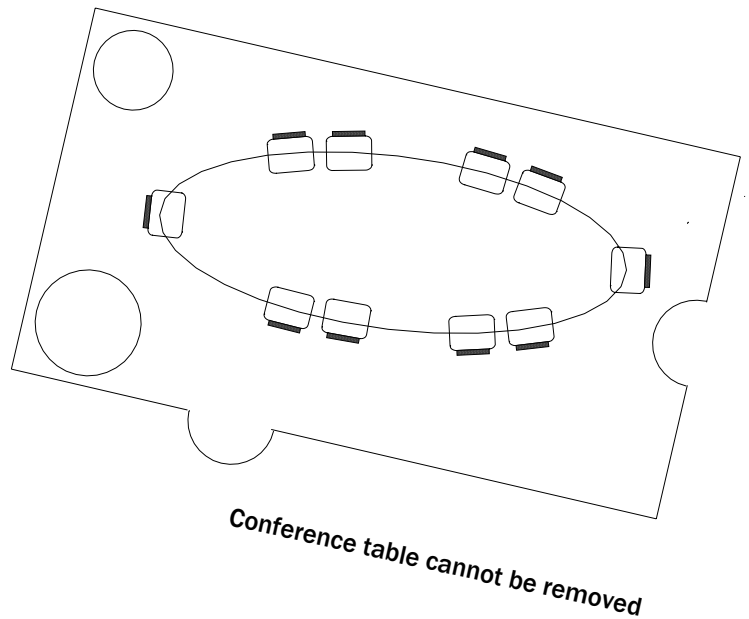


Conference Room 111 - 322 sq. ft.

\$36.00/3 hour minimum - No deposit

Can hold 12 people in a conference style placement only.

Mounted movie screen, Blackboard & Executive high back chairs.



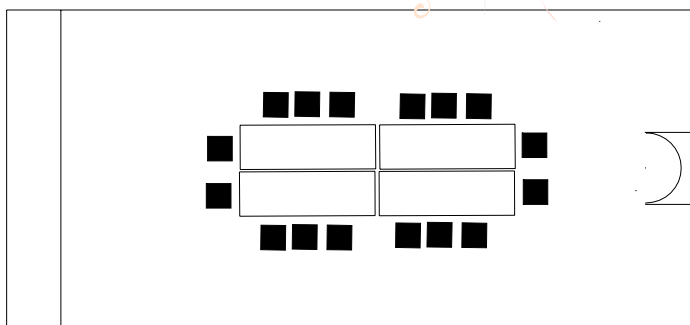
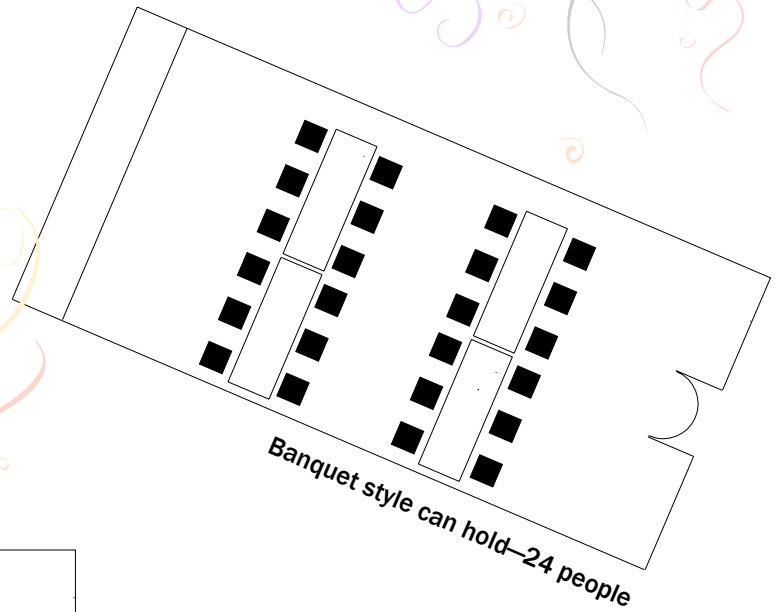
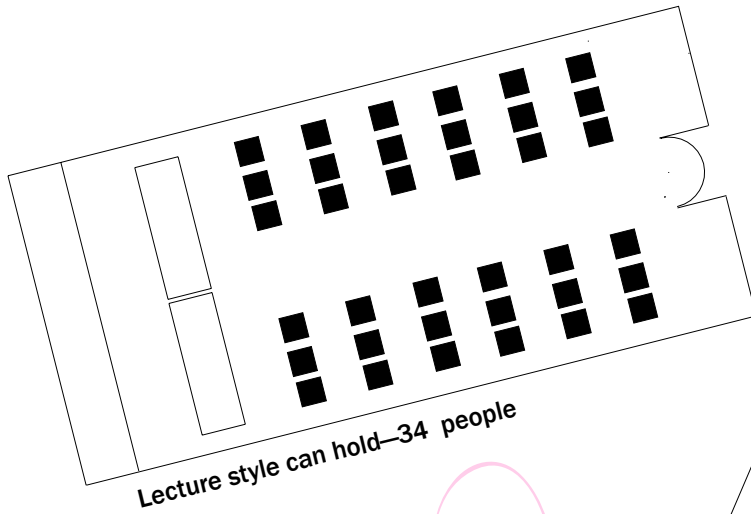
Small (single) Meeting Room

(14' x 28') - 392 sq. ft

\$28.00/Hour - No deposit

6' table & metal padded chair is standard equipment for this room set-up.

Open sink and counter, Mounted movie screen & Blackboard is available.



Conference style can hold—16 people

Medium (double) Meeting Room (30' x 28') - 840 sq. ft.

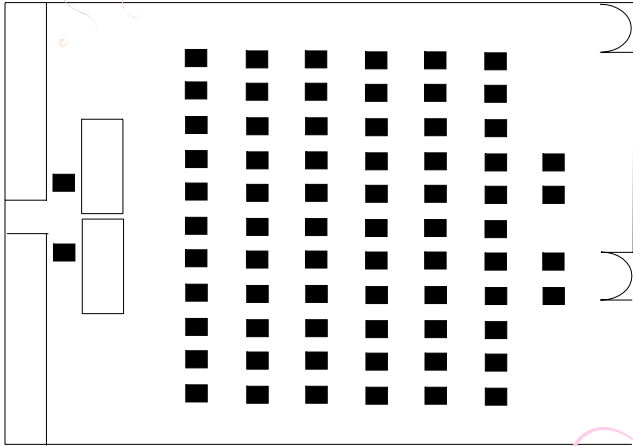
\$200.00/4 Hour Minimum with **\$100.00 Refundable deposit**

Refund is contingent on the condition of the room upon your departure & if your rental ends on time.

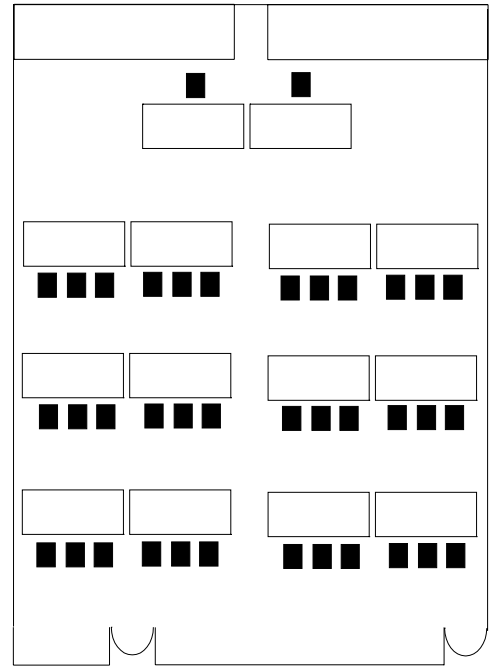
12' table & metal folding chair is standard equipment for this room set-up.

(A chair upgrade can replace and offer a larger heavier chair for \$ 1.25 a chair.)

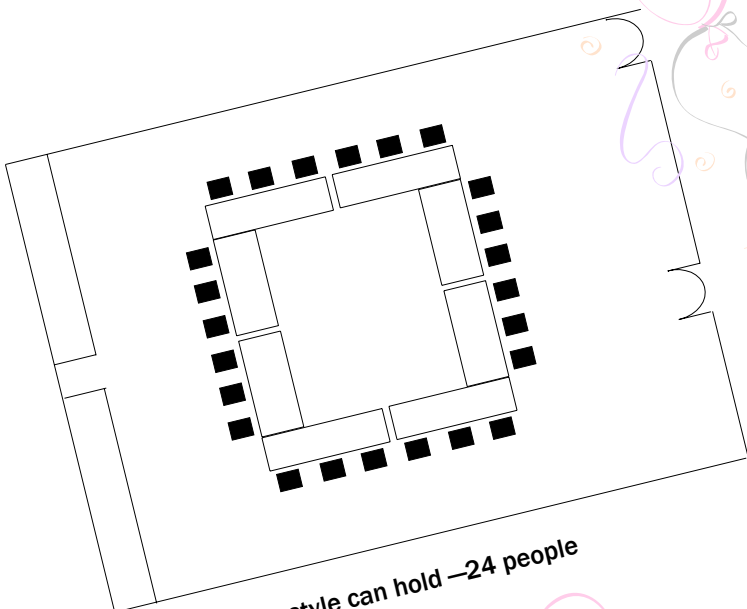
No Kitchen or sink available



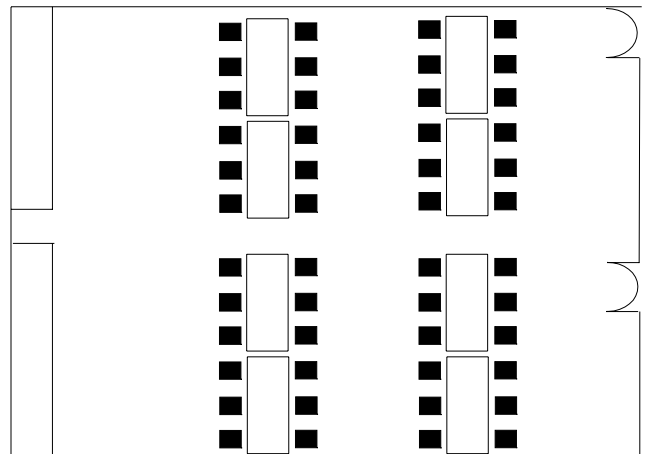
Lecture style can hold—48 people



Classroom Style can hold—36 people



Conference style can hold—24 people



Banquet style can hold—48 people

Triple Meeting Room

(44' x 28')

- 1,232 sq. ft.

\$300.00/4 Hour Minimum

with

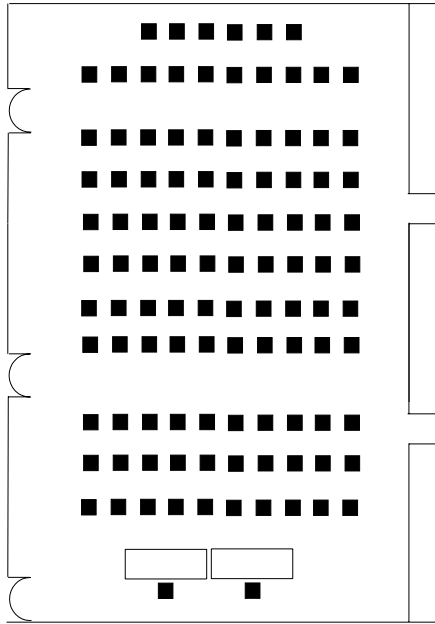
\$150.00 Refundable deposit

Refund is contingent on the condition of the room upon your departure & if your rental ends on time.

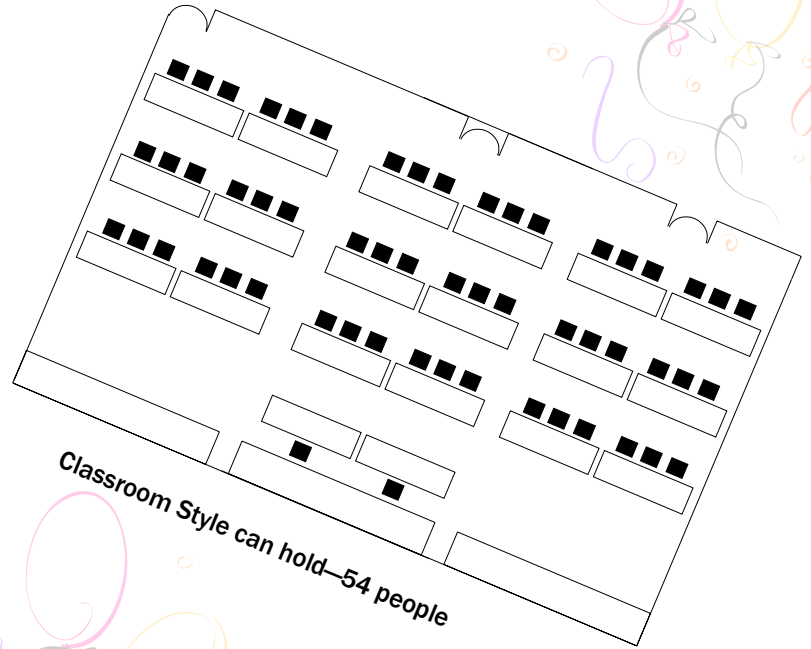
12' table & metal folding chair is standard equipment for this room set-up.

(A chair upgrade can replace and offer a larger heavier chair for \$ 1.25 a chair.)

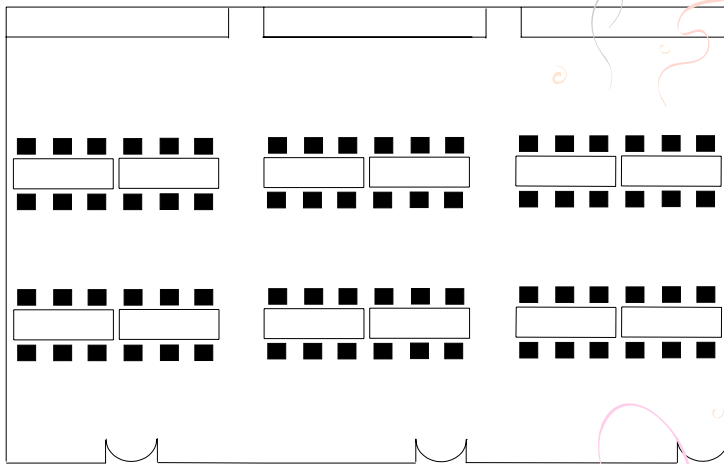
No Kitchen or sink available



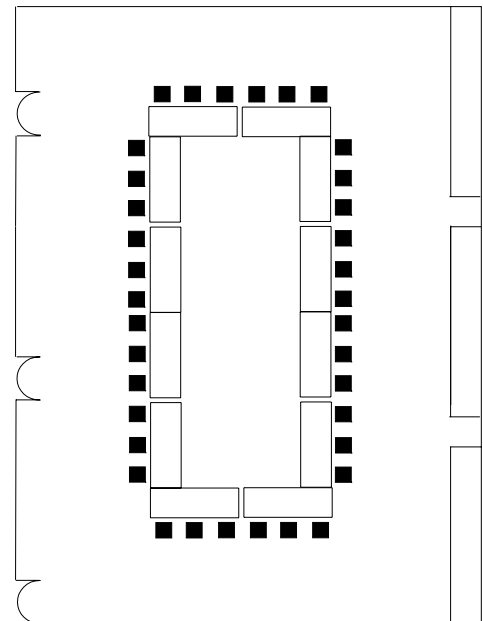
Lecture style can hold—72 people



Classroom Style can hold—54 people



Banquet style can hold—72 people



Conference style can hold —24 people

Large (Multipurpose) Meeting Room (47' x 61') - 2,867 sq. ft.

AM Time Block 8:30am—1:30pm ONLY
\$625.00/5 Hour Minimum with **\$250.00 Refundable deposit**
Refund is contingent on the condition of the room upon your departure & if your rental ends on time.

PM Time Block 4:00pm—10:00pm ONLY
\$750.00/6 Hour Minimum with **\$250.00 Refundable deposit**
Refund is contingent on the condition of the room upon your departure & if your rental ends on time.

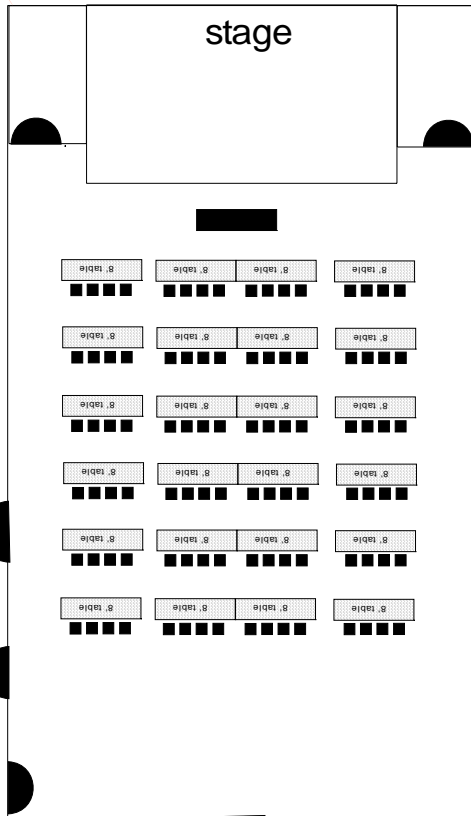
8' table & metal folding chair is standard equipment for this room set-up.

(A chair upgrade can replace and offer a larger heavier chair for \$ 1.25 a chair.)

No Kitchen , but you will have access to an open sink, 250 lb. ice machine and use of refrigerator.

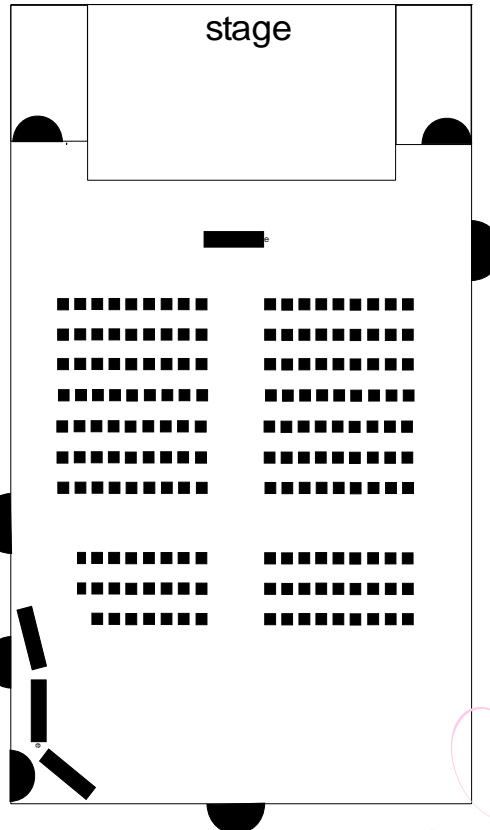


Stage (31' x 17')
- 527 sq. ft.



Classroom style can hold—96 people

Stage (31' x 17')
- 527 sq. ft.



Lecture style can hold—176 people



Large (Multipurpose) Meeting Room (47' x 61') - 2,867 sq. ft.

AM Time Block 8:30am—1:30pm ONLY
\$625.00/5 Hour Minimum with **\$250.00 Refundable deposit**
Refund is contingent on the condition of the room upon your departure & if your rental ends on time.

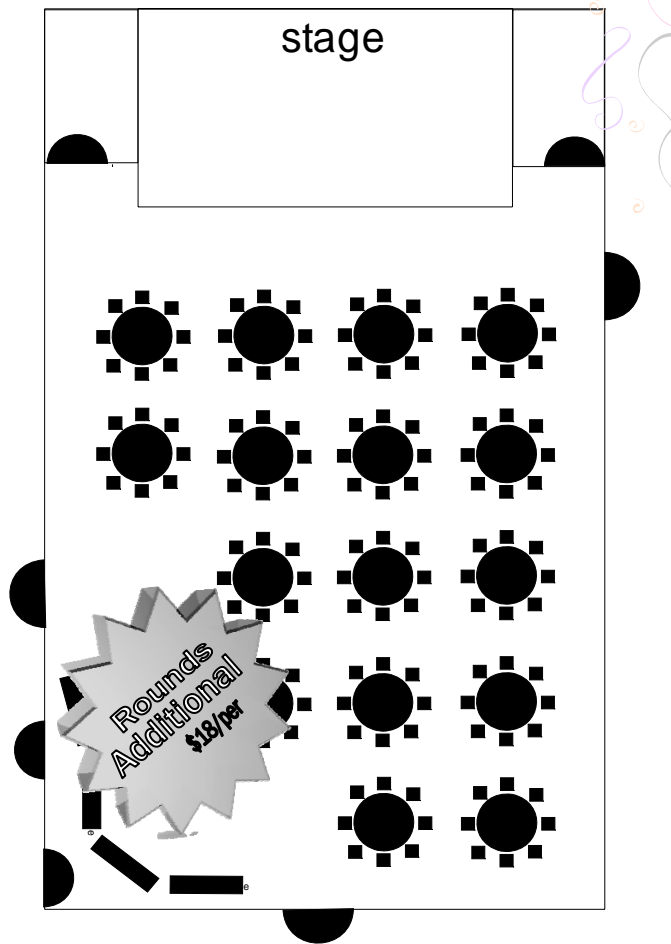
PM Time Block 4:00pm—10:00pm ONLY
\$750.00/6 Hour Minimum with **\$250.00 Refundable deposit**
Refund is contingent on the condition of the room upon your departure & if your rental ends on time.

8' table & metal folding chair is standard equipment for this room set-up.

(A chair upgrade can replace and offer a larger heavier chair for \$ 1.25 a chair.)

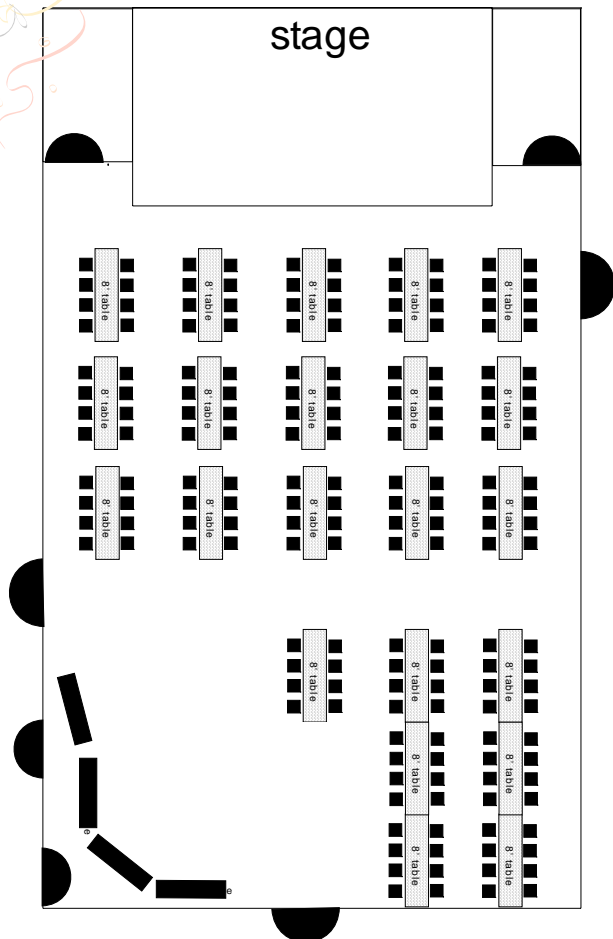
No Kitchen , but you will have access to an open sink, 250 lb. ice machine and use of refrigerator.

Stage (31' x 17')
 - 527 sq. ft.



Round Tables Banquet style can hold—128 people

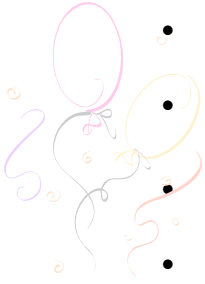
Stage (31' x 17')
 - 527 sq. ft.



8' Tables Banquet style can hold—176 people

You, the applicant, wishing to rent the facility belonging to the City of Southfield, Parks & Recreation Department, will therefore, be made aware of considerations of the following conditions:

- No CHECKS allowed for deposit or payment on Rentals - **CASH OR CREDIT CARD ONLY.**
- All Cash payments will be refunded by City checks only.
(If by credit card, you will receive a charge credit only.)
- All reservations are made on a first come/first serve basis when an application with deposit are submitted and approved.
- All rooms may be rented 24 hours a day.
(certain hours (before 8am and after 11pm) are subjected to additional fees.)
- Additional rules are listed.



Rental Fee

Rental Fee payment is required 30 days before scheduled date.

Conference Room (220 sq. ft.)	\$12.00/hr	5 people	No Kitchen
Conference Room 111 (322 sq. ft.)	\$36.00/3 hour min.	12 people	No Kitchen
<i>Additional Time - \$12.00/hr</i>			
Single (small) Room (392 sq. ft.)	\$28.00/hr	Banquet Style = 24 people	Open sink
		Lecture Style = 34 people	
		Conference Style = 16 people	
Medium (double) Room (840 sq. ft.)	\$200.00/4 hour min.	Banquet Style = 48 people	No Kitchen
	+ 100.00 Refundable deposit *	Lecture Style = 48 people	
		Conference Style = 24 people	
<i>Additional Time - \$50.00/hr</i>		Classroom Style = 36 people	
<small>* Refund is contingent on the condition of the room upon your departure & if your rental ends on time.</small>			
Triple Room (1,232 sq. ft.)	\$300.00/4 hour min.	Banquet Style = 72 people	No Kitchen
	+ 150.00 Refundable deposit *	Lecture Style = 72 people	
		Conference Style = 24 people	
<i>Additional Time - \$75.00/hr</i>		Classroom Style = 54 people	
<small>* Refund is contingent on the condition of the room upon your departure & if your rental ends on time.</small>			
Large (multipurpose) Room (2,867 sq. ft.)			
AM Time Block (8:30am–1:30pm only)	\$625.00/5 hour min.		
PM Time Block (4:00pm–10:00pm only)	\$750.00/6 hour min.	Banquet Style = 176 people	Service Area
	+ 250.00 Refundable deposit *	Lecture Style = 176 people	
		Conference Style = 72 people	
<i>No Additional Time</i> (time block are pre-set)		Classroom Style = 96 people	
<small>* Refund is contingent on the condition of the room upon your departure & if your rental ends on time.</small>			

After Hours Fee

Will be required to pay a Facilities fee of \$125.00/hr + 1/hr for times before 8am and after 11pm.

Rules

Applicant/Renter understands and agrees that their initial deposit will be forfeited if applicant/renter cancels the City of Southfield, Parks & Recreation Department Agreement without thirty (30) days prior notification of said function/event.

Applicant/Renter understands and agrees that the rental rooms have minimum rental time frames depending on the room rented. This does not include move in (setup)/move out (break-down) times, additional hours can be purchased for this purpose. Anything over the allotted time will be deducted from your deposit.

Applicant/Renter understands that the rental rooms are available only until 10:00 p.m. (Building is closed and locked by 11:00 p.m.). Applicant/Renter understands that only the room is rented, not the front doors, lobby area or the hall out side of rooms.

Applicant/Renter understands and agrees that the City of Southfield, Parks & Recreation Department reserves the right to require sufficient time to process applications and may limit the frequency of use of the facility or property. City of Southfield, Parks & Recreation Department has the final decision on the use of any facility.

Applicant/Renter understands and agrees not to permit the use of any or parts of the facility and/or property to any other person, group or corporation without the written approval of the City of Southfield, Parks & Recreation Department. Applicant/Renter understands that the facilities and/or property cannot be sublet without written approval from the City of Southfield, Parks & Recreation Department.

Applicant/Renter understands and agrees that all entertainment must be approved by the City of Southfield, Parks & Recreation Department.

Applicant/Renter understands and agrees to abide by the following fire regulations:

- (a.) The use of open flames (such as candles, grills, canned gas, etc.) are prohibited.
- (b.) All EXIT(S), EXIT CORRIDORS, and Pathways must be free at all times of obstructions.
- (c.) Maximum capacity numbers in the facility must be observed. No more than fourteen (14) chairs may be placed in any row without an aisle of at least 44 inches.

Applicant/Renter understands and agrees that the City of Southfield, Parks & Recreation Department is not responsible or liable for any lost, stolen, or damaged equipment and/or supplies. Applicant/Renter also agrees to provide any necessary security and protection, City of Southfield, Parks & Recreation Department will not be responsible for any loss of monies incurred by applicant/renter.

Applicant/Renter agrees to maintain the facility floors in a safe and clean manner. Applicant/Renter agrees to pick-up all trash and decorations from room and place in trash receptacles at the end of function/event. Failure to remove trash and decorations will result in a deduction of deposit.

Applicant/Renter agrees to guarantee that the following rules will be observed by all individuals in attendance at function/event. Applicant/Renter accepts responsibility for assuring the following:

- (a.) Orderly behavior
- (b.) Financial responsibility for any damages due to use of the facilities.
- (c.) Responsibility to follow directives of staff/personnel.
- (d.) Their program is of a nature suitable for presentation in a public building.
- (e.) The activity is lawful and in conformity with regulations of FEDERAL and STATE laws and the City of Southfield, Parks & Recreation Department.
- (f.) You and your group will not remove, change, rearrange, or revise anything in or on the facilities without specific approval from the City of Southfield, Parks & Recreation Department.
- (g.) Groups comprised of individuals 17 years old and younger will be required to have at least two (2) adults for every twelve (12) young adults.

Applicant/Renter understands and agrees that if at any time the City of Southfield, Parks & Recreation Department determines that the activities pose a danger to persons or property, the City of Southfield, Parks & Recreation Department shall have the right to close down all or part(s) of the facility or function/event covered by this agreement. The decision of when or if to reopen the facility or function/event belongs to the City of Southfield, Parks & Recreation Department. Applicant/Renter agrees that the City of Southfield, Parks & Recreation Department shall not be responsible for any loss of profits or damages if the City of Southfield, Parks & Recreation Department has to take such action and will hold the City of Southfield, Parks & Recreation Department harmless.

Applicant/Renter understands that the use/sale of all cigarettes, alcoholic beverage or drugs is prohibited.

Applicant/Renter agrees that the room may not be used for gambling, raffles or lotteries of any kind.

Applicant/Renter understands and agrees that no admission charge or donation collections are permitted without prior consent of the City of Southfield, Parks & Recreation Department.

Applicant/Renter agrees the City of Southfield, Parks & Recreation Department telephone numbers are not to be placed on any advertising or publications.

Applicant/Renter must provide any necessary telephone service. City of Southfield, Parks & Recreation Department telephones are not available for public use.

Applicant/Renter further understands that the Parks and Recreation Building is WI-FI accessible, but some location may be limited/weak signal or may not receive WI-FI at all.

Applicant/Renter further understands that equipment is available for rental in connection with any activity. The specific costs are defined in this contract.

Applicant/Renter will assist the City of Southfield, Parks & Recreation Department in enforcing the NO SMOKING INSIDE THE BUILDING/PAVILION policy. Failure to comply with this regulation will cause the said function/event to be closed immediately.

Applicant/Renter understands and agrees that the City of Southfield, Parks & Recreation Department reserves the right to nullify any/all APPLICATIONS and AGREEMENTS within a seven (7) day grace period of function/event to generate space for City functions. Applicant/Renter understands and agrees that the City of Southfield, Parks & Recreation Department will be held harmless for any loss of profits or expenditure that may originate due to cancellation.

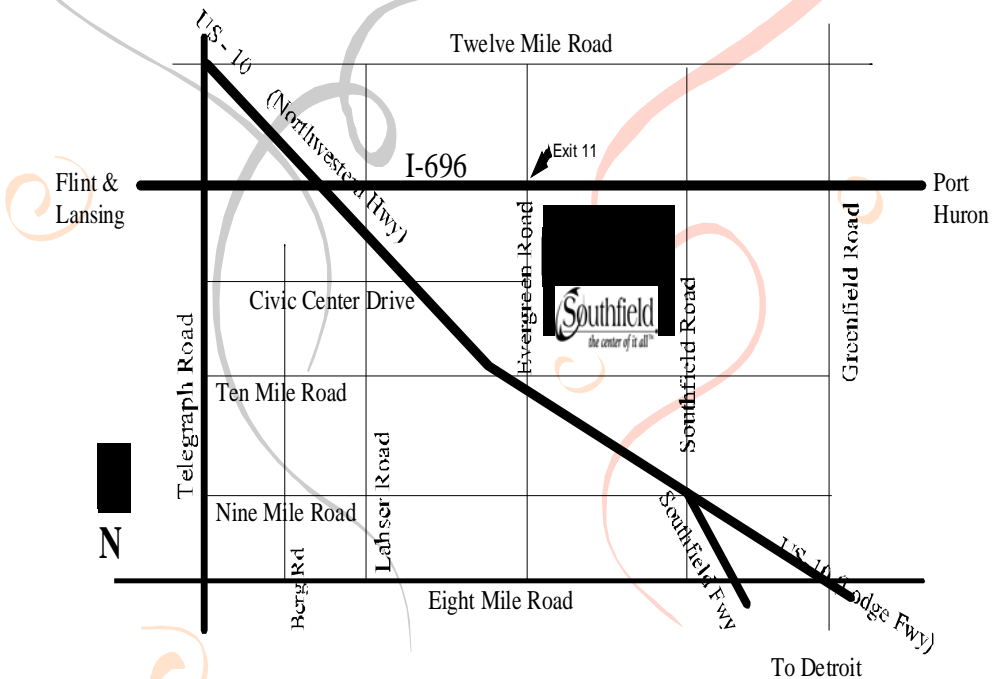
Applicant/Renter understands and agrees that by submitting your deposit and application, you are acknowledging that you have read and fully understand all the rules and regulations set forth by the City of Southfield in this packet. Applicant/Renter understands and agrees that to the best of their ability these rules and regulations will be followed and carried out completely.

Equipment Pricing

CHAIR UPGRADE	\$1.25/each
60" or 72" ROUND TABLE	\$18.00/each
COVERED/SKIRTED TABLES	\$35.00/each
PODIUM/MIC <small>(This cost varies with rental company)</small>	\$85.00/day
PODIUM	\$35.00/day
TV/VCR	\$150.00/day
MOVIE SCREEN	\$25.00/day
BLACKBOARD/FLIP CHART	\$25.00/day
COFFEE URNS	\$16.00/day
WATER PITCHER	\$1.25/each
STAGE SECTION	\$80.00/event
SOUND SYSTEM	\$350.00/day
mixing board	
2 - speakers	
1 - microphone	
PIANO	
Upright	\$150.00/event
Baby Grand	\$450.00/event
<small>(renter is responsible for tuning)</small>	
COAT RACKS	\$25.00/per

Directions

Southfield Parks and Recreation Building:
 Enter the city complex by using the North municipal entrance off of Evergreen Road (closer to 11 Mile/I696), follow the drive past the new Library and head towards the "T". Make a right and the building is on your left. Parks and Recreation is listed on the front of the building.





Southfield Parks and Recreation Facility Survey

Please take the time to complete this survey to help us better serve you.

Indicate facility rented: *(please check one)*

- | | |
|---|---|
| <input type="checkbox"/> Southfield Pavilion
<input type="checkbox"/> Parks and Recreation Building
<input type="checkbox"/> Park Shelters _____ <i>(which park?)</i>
<input type="checkbox"/> Beech Woods Recreation Center | <input type="checkbox"/> John Grace Community Center
<input type="checkbox"/> Burgh Historical Park
<input type="checkbox"/> Southfield Sports Arena Pool
<input type="checkbox"/> Other _____ |
|---|---|

Date of rental: _____ Time of rental: _____

Are you a Southfield resident? Yes No If no, what is your zip code? _____

Have you rented a facility from Southfield Parks and Recreation in the past? *(Please circle one)* Yes No

Did you look at other facilities before choosing this facility? Yes No What made you decide on having your event here?

What was your reason(s) for renting the facility? *(Please check all that apply)*

- | | |
|--|---|
| <input type="checkbox"/> To conduct a business meeting
<input type="checkbox"/> To bring family together
<input type="checkbox"/> To celebrate an event (birthday, graduation, wedding, etc.)
<input type="checkbox"/> To socialize with fellow work employees/families | <input type="checkbox"/> To provide a Trade Show
<input type="checkbox"/> To hold a sporting event
<input type="checkbox"/> To offer an educational event
<input type="checkbox"/> Other _____ |
|--|---|

Please respond to the following statements using the key below:

5 – strongly agree 4 – agree 3 – neutral 2 – disagree 1 – strongly disagree

(Please circle one for each statement)

Was the reservation handled in a friendly & courteous manner.	5	4	3	2	1
Was the facility clean and neat looking upon our group's arrival.	5	4	3	2	1
Was the rental fee for the facility reasonable.	5	4	3	2	1
Were all of your requirements followed.	5	4	3	2	1
Was staff present and available to our group.	5	4	3	2	1
Was your group satisfied with the facility.	5	4	3	2	1
Would you rent a facility again for a future event.	5	4	3	2	1
Did your group feel safe and secure in the facility.	5	4	3	2	1
Was parking convenient and easy.	5	4	3	2	1

Please give any general comments/suggestions about your experience. _____

(Use the back for additional space if needed)

How did you hear about renting Southfield's facilities? *(Please check all that apply)*

- | | |
|--|---|
| <input type="checkbox"/> Newspaper _____ <i>(which one?)</i>
<input type="checkbox"/> Southfield Website
<input type="checkbox"/> Flyers
<input type="checkbox"/> Radio Station _____ <i>(which one?)</i> | <input type="checkbox"/> Southfield Living Activities Guide
<input type="checkbox"/> Word of Mouth (family, friends, neighbors)
<input type="checkbox"/> Cable TV
<input type="checkbox"/> Other _____ |
|--|---|

Thank you for filling out this survey!

Contact Info

Today's Date

Company Name or Organization (if applies)

Contact Name

Name of person in charge for Setup

If posted, how would you like it listed?

Mailing Info

Mailing Address:

Suite/Apt.#:

City:

State:

Zip:

Telephone #:

E-mail:

Rental Info

1st. Date Choice:

2nd. Date Choice:

Continuous Dates:

Weekly

Monthly

Yearly

Set-up Time:

am pm

Starting Time:

am pm

Ending Time:

am pm

(reminder—set-up is an additional fee)

All rental groups need to end on time and pick-up room including decorations.)

Number of Guests:

[Input box]

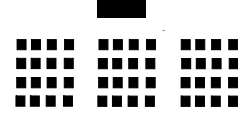
Check your appropriate box for the standard room set-up. Or offer your custom design on back.



Banquet/Dinner/Shower



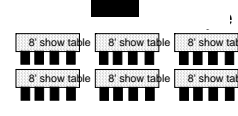
Tables with seating on both sides



Lecture/Seminar



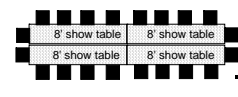
Head table with just seating



Classroom



Tables with seating on one side



Conference



Tables with seating on each side



Floor Design

Use this page to create your own custom seating arrangement. We will try to make every effort to follow your design so long as it is within the guidelines and regulations of Public Code.