

RESERVATION INFORMATION

EVENT CENTER

23345 KING RD

BROWNSTOWN, MI 48183

(734) 675-0920 (office hours only)

RENTAL HOURS: MONDAY THRU THURSDAY 8:00 AM-10:00 PM
FRIDAY & SATURDAY 8:00 AM-12:00 AM
SUNDAY 8:00 AM-10:00 PM

**COMMUNITY CENTER
OFFICE HOURS:** MONDAY THRU FRIDAY 8:00 AM- 5:30 PM

RESERVATIONS: MUST BE MADE IN PERSON AT THE COMMUNITY CENTER. ALL RENTAL FEES ARE DUE IN FULL THIRTY (30) DAYS PRIOR TO THE RENTAL DATE. RENTAL FEES ARE FOR EIGHT (8) CONSECUTIVE HOURS.

FEES:

(RESIDENT)

\$700 PRIME SEASON WEEKEND (Fri/Sat/Sun) May 1st - Oct. 31st
\$500 PRIME SEASON WEEKDAY (Mon.-Thur.) May 1st - Oct. 31st

\$625 OFF SEASON WEEKEND (Fri/Sat/Sun) Nov. 1st - April 30th
\$425 OFF SEASON WEEKDAY (Mon.-Thur.) Nov. 1st - April 30th
\$250 SECURITY DEPOSIT
\$ 30 PER HOUR FOR ADDITIONAL HOURS (paid (30) days in advance)

(NON-RESIDENT)

\$800 PRIME SEASON WEEKEND (Fri/Sat/Sun) May 1st - Oct. 31st
\$600 PRIME SEASON WEEKDAY (Mon.-Thur.) May 1st - Oct. 31st

\$725 OFF SEASON WEEKEND (Fri/Sat/Sun) Nov. 1st - April 30th
\$525 OFF SEASON WEEKDAY (Mon.- Thur.) Nov. 1st - April 30th
\$250 SECURITY DEPOSIT
\$ 50 PER HOUR FOR ADDITIONAL HOURS (paid (30) days in advance)

*CLEAN UP SERVICE AVAILABLE FOR - \$250 (sweeping, garbage removal)

CAPACITY:

176 RECTANGLE TABLES & CHAIRS
144 ROUND TABLES & CHAIRS
240 CHAIRS ONLY

***(CAPACITY WILL VARY WHEN HAVING DANCE FLOOR AND OR
ADDITIONAL SIDE TABLES)**

SECURITY DEPOSIT: A \$250.00 HALL SECURITY DEPOSIT IS REQUIRED UPON APPLICATION/CONTRACT AND MAY BE FORFEITED IF CANCELLED LESS THAN SIX (6) MONTHS PRIOR TO RENTAL DATE. THIS SECURITY DEPOSIT IS FOR DAMAGES, ALL OR A PORTION OF WHICH WILL BE REFUNDED AFTER INSPECTION OF THE PREMISES.

CANCELLATION: IF RENTAL IS CANCELLED SIX (6) MONTHS PRIOR TO THE EVENT, ALL FEES WILL BE REFUNDED. ALL CANCELLATIONS LESS THAN SIX (6) MONTHS PRIOR TO EVENT MAY FORFEIT ALL FEES.

BROWNSTOWN TOWNSHIP
EVENT CENTER REGULATIONS

- Reservations for use of the Event Center must be made by an adult, age 21 or over. It will be the responsibility of the reserving party to ensure that discipline and building regulations are enforced. Failure to adhere to building regulations may result in termination of rental.
- The fees set forth shall be payable thirty (30) days prior to the event.
- In addition to rental fees, a \$250 hall security deposit shall be mandatory from all individuals and organizations upon application. These security deposits must be paid in full at the time of application. Applications submitted without payment of deposits shall not secure rental dates and will not be accepted. Such deposit shall be forfeited for that particular date, we will refund your deposit in full. Such deposit may also be used for expenses due to damage or breakage to the building or equipment.
- All persons using the Event Center must wear shoes and shirts when in the building.
- Applications for reserving the Event Center must be made in person at the Recreation Department.
- Such activities shall be limited to building Fire Code capacities.
- Groups planning to serve refreshments or food or who need special arrangements must include this information at the time of application and only such articles as requested and approved at the time of application will be considered management responsibility.
- Following each such event, an inspection of the Event Center shall be made by a Recreation representative at which time it shall be determined whether any damage has been done to the building and/or its contents. If there has been such damage or if extraordinary expenses are incurred, all or a portion of the deposit may be used; thereafter, such deposit or remaining portion of the deposit will be returned.
- At the discretion of the management, an additional charge may be assessed whenever the building is kept open beyond normal operating hours.
- Rental rates are for a period of eight (8) consecutive hours. Additional hours may be reserved at least 30 days prior to rental date, for an additional hourly fee.

- Reservations for use of the Event Center will be on a first come first serve basis.
- Groups using the Event Center shall place all waste materials within the containers provided and remove liners to the dumpsters at the conclusion of the rental.
- If the facility is not left in good condition, booking privileges may be discontinued.
- Groups or individuals making the reservations shall be responsible for all damages to the building, furniture, fixtures, and equipment.
- All participants in such events shall conduct themselves in a socially acceptable manner. The Township may terminate any use of the Event Center if any participants conduct themselves in a socially unacceptable manner. The Township reserves the right to refuse the use of the Event Center to any individual or group that intends to engage in conduct that includes the use of any sexually oriented material, pictures, movies or performances by any applicant or their guests.
- The Recreation Department will set up the hall with the appropriate number of tables and chairs at no additional charge. Set-up of any additional equipment is the responsibility of the renter.
- Clean-up is the responsibility of the renter. Hall clean-up includes removal of all decorations and tablecloths, placing all refuse into containers provided and emptying containers into the dumpster. Building should be left in the same condition that it was found.
- All Kitchen equipment must be cleaned. This would include washing out sinks, warming oven, counter tops, etc. No food may be left in the refrigerator. Sweep debris from floors and mop up any and all spills.
- Any and all deliveries (and pick-ups, unless otherwise arranged) to the Event Center, unless special arrangements have been made, must be on the date of rental during the hours secured.
- All tables must be covered by plastic or cloth tablecloths for all rentals.
- No doors shall be propped open at any time.
- Tables and chairs are not to be moved to the outside at any time.
- No decorations shall be affixed to the ceiling, above light fixtures or beams.
- **No Mylar Balloons** are allowed. (regular latex helium only)
- Decorations, signs, banners, etc. shall be affixed by Masking Tape only! **No Invisable Tape or Duct Tape.**
- Any special requests from any Township recognized organization or individual must be placed in front of the Recreation Commission for its review.