



Howell Area Parks & Recreation Authority
925 W. Grand River Ave.
Howell, MI 48843
517.546.0693
Fax: 517.546.6018
www.howellrecreation.org

Room Rental Application

Date _____

Contact Name _____

Company Name or Organization _____

Tax ID (if Non-profit) _____

Mailing Address _____

City/State/Zip Code _____

Residency:

City of Howell Oceola Township Genoa Township Marion Township Other _____

Home Phone (_____) _____ Work Phone (_____) _____

Cell Phone (_____) _____ E-mail _____

Please indicate which Facility and Room(s) you would like to reserve:

Bennett Recreation Center

Large Room and Kitchen

Small Meeting Room

Barnard Community Center

Room 1

Teen Center (A Security Deposit is also collected when using the Teen Center)

Room 2

Room 3

Room 4

Room 5

Type of Event:

- Business Meeting
- Family or Friends Gathering
- Luncheon or Dinner
- Celebration (Birthday, Shower, Graduation, Wedding)
- Trade Show
- Concert
- Exhibit
- Sports Event or Registration
- Flea Market/Garage Sale
- Church
- Political Gathering
- Other _____

Total # of Attendees _____ **Breakdown of Attendance: Youth** _____ **Adult** _____

Dates of Event (up to 12 single events or recurring events can be requested on one application)

(time should include set up and clean up which will be used to calculate your total time and rental fee. You will be asked to sign in when you arrive and sign out when you leave. If you go over this time or show up earlier for set up, you will be invoiced for additional time.)

DATE: _____ Event Time: _____ am/pm to _____ am/pm

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Please check if the event will involve any of the following:

- On-site event publicity
- Bingo Games or other gambling enterprises
- Public Dance/Performance
 - Live music DJ
- Amplified Sound
- Fee to be charged for event/entry fee
- Use of animals
- Open to the public
- Inflatables or tents (exterior only)

Equipment Needed:

- | | | |
|--|--|--|
| <input type="checkbox"/> TV | <input type="checkbox"/> CD Player | <input type="checkbox"/> LCD projector |
| <input type="checkbox"/> VCR | <input type="checkbox"/> Tables # _____ | <input type="checkbox"/> Choir Platform (3 sections) |
| <input type="checkbox"/> DVD Player | <input type="checkbox"/> Folding Chairs # _____ | <input type="checkbox"/> Internet Access |
| <input type="checkbox"/> Podium | <input type="checkbox"/> Brown Stacking Chairs # _____ | <input type="checkbox"/> Coffee Urn (30 cup) |
| <input type="checkbox"/> Microphone | <input type="checkbox"/> Portable Microphone | |
| <input type="checkbox"/> Piano | <input type="checkbox"/> Place settings # _____ | |
| <input type="checkbox"/> Projection Screen | <input type="checkbox"/> Overhead Projector | |

Food

Please indicate if food or beverages will be: served sold

I understand that a temporary food license is required if the event is open to the public and food will be served or sold. Initial _____

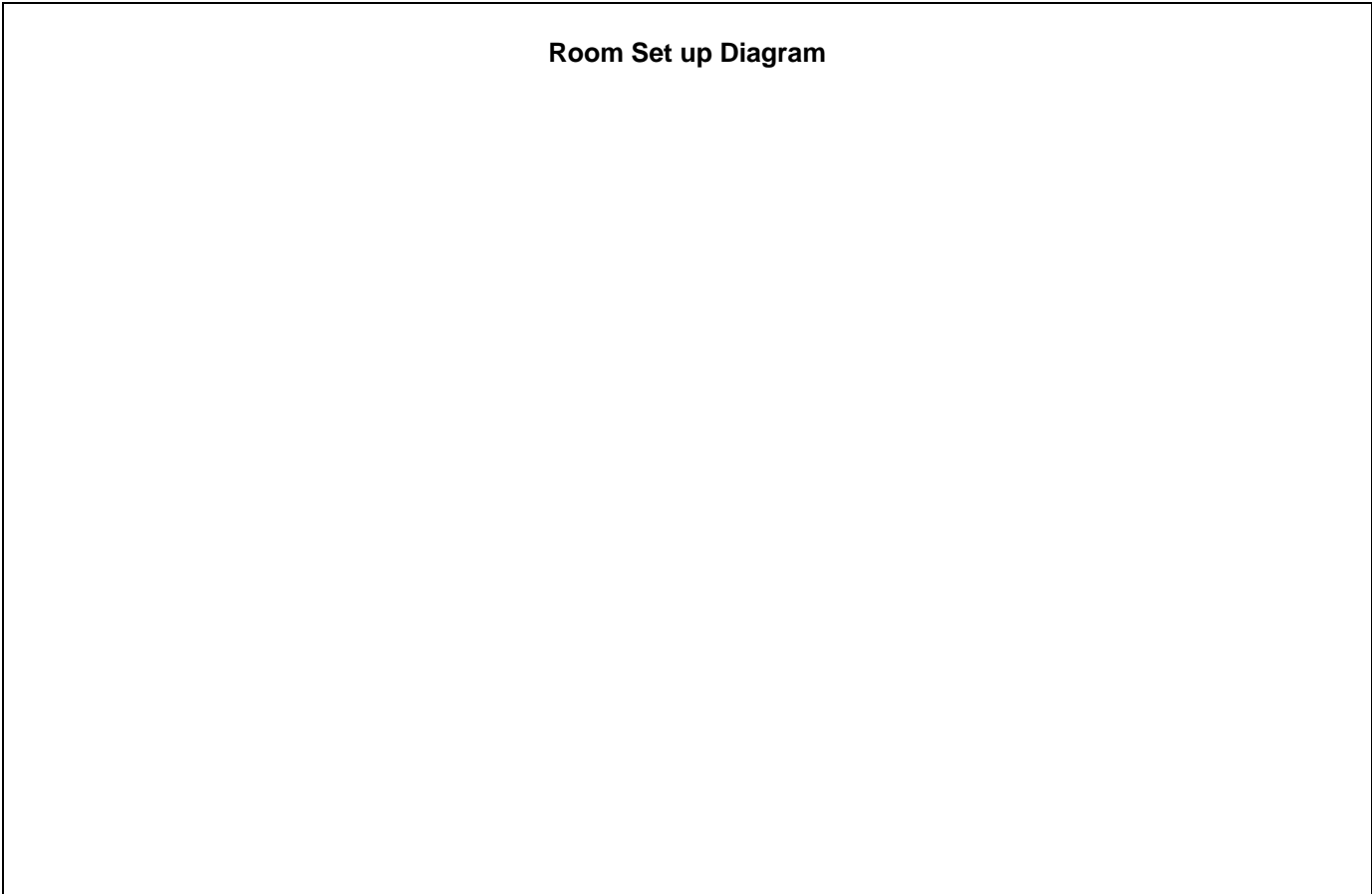
Smoking

I understand that smoking is not permitted at any time at either of our facilities, and I will be responsible for informing the participants of that policy. Initial _____

Room Set Up:

- Banquet/Shower/Party (seating on all sides of tables)
- Lecture/Seminar (head table with just seating)
- Classroom (seating on one side of table)
- Other _____

Room Set up Diagram



Hours

Our facilities are available for rent during the following hours 7 a.m. – 11 p.m. If you are interested in renting our facilities for an overnight or group lock-in, please contact the [Director](#) for additional pricing.

Parking

Bennett Recreation Center has limited parking facilities with 55 parking spaces with 5 designated for handicap parking.

Priority Booking

When not occupied by the activities of the Howell Area Parks & Recreation Authority, priority of use for scheduling is in the following order:

1. Residents (defined as owning a business or residing in the City of Howell, Oceola Township, Genoa Township or Marion Township) and community organizations (defined as those organizations that are based and doing a majority of their service or programs for residents of Livingston County.)
2. All others.

Submitting your Application

Applications for rentals will NOT be taken by telephone. There are two ways to submit your application.

1. You can bring a copy of your signed application and cash, check or credit card information to the Bennett Recreation Center during normal business hours (8:30 a.m. – 5 p.m. Monday – Friday and 9-1 p.m. on Saturday).
2. You can fax a copy of your signed application with credit card information to 517.546.6018.

Application approval takes approximately two (2) business days to process. Once your application and payment has been processed and accepted, we will call you to confirm the date and time of your event/function.

Rental Pricing

All reservations will be on a first come, first served basis when rental fee and application approval has been submitted. All rental fees must be paid for at time of application and preferably 30 days prior to the scheduled event date.

BENNETT Large Room and Kitchen (can accommodate 150 individuals)

2332 sq. feet (55' X 42')

For-Profit

Resident \$150 per 4 hour rental, additional hours billed at \$38/hour

Non-Resident \$220 per 4 hour rental, additional hours billed at \$55/hour

Non-Profit, Charitable, Educational, Religious, and/or Fraternal Organizations that are located in or do significant business in Livingston County - \$20/hour

BENNETT Small Meeting Room (can accommodate 30 individuals)

638 sq. feet (29' X 22')

For Profit

Resident - \$90 per 4 hour rental, additional hours billed at \$23/hour

Non-Resident - \$150 per 4 hour rental, additional hours billed at \$38/hour

Non-Profit, Charitable, Educational, Religious, and/or Fraternal Organizations that are located in or do significant business in Livingston County - \$20/hour

Recurring Rentals

Many organizations use our facilities on a weekly, monthly and yearly basis. Application agreements will be accepted for the coming year after December 1st of the current year. You must prepay for all dates when application is submitted. There are no discounts for recurring rentals. Rental rates for the upcoming year will be set by November.

Cancellations/Refunds

There are NO refunds if you cancel your application 30 days or less prior to your event/function. There are also NO refunds if you do not show up on the day of your event. NO EXCEPTIONS. In the event of inclement weather or utility malfunction beyond our control that requires the Howell Area Parks & Recreation Authority to close either of our facilities, you will be issued a full refund OR we can issue you a voucher that may be used to re-book your event/function with us at a time and date mutually agreed on within the next year.

Amenities at Bennett Recreation Center

Outdoor playground and 4 tennis courts on site. Air conditioned facilities. Kitchen area provides use of sinks, 12 burner stove, refrigerator (no freezer capabilities), microwave, coffee maker and counter area for preparation and serving. We have 15 large rectangular tables (12') that can accommodate 12 chairs each and several 8' rectangular folding tables. We have 140 padded grey folding chairs and 20 brown faux-leather stacking chairs. We also have an assortment of dishes, silverware, pots and pans.

A complete line of audio/visual equipment is available including basic cable service, PA system, DVD/CD, VCR, podium with microphone and wireless microphone, 2 overhead projectors, fixed and portable screens, 2 large ceiling hung TV's in main room, 1 large ceiling hung TV in meeting room.

Rental of additional chairs, tables, dishes, etc, may be necessary to accommodate your needs.

Hold Harmless, Responsibility

I understand that I shall be held responsible for any and all loss, accidents, injury or damage to persons or property which results from this activity. I, the undersigned applicant, agree to the fullest extent permitted by law and regardless of the Howell Area Parks & Recreation Authority's passive negligence to release, indemnify, hold harmless and defend the Howell Area Parks & Recreation Authority and their officials, officers, agents, employees and volunteers ("indemnitees") from and against any and all claims, demands, losses, damages, failure to comply with any current or prospective laws, defense costs or liability of any kind or nature (including attorney fees and expert witness fees) which indemnitees may sustain or incur or which may be imposed upon them for injuries to or death of persons, damage or injury to property as a result of, arising out of, or in any manner connected with this activity.

I have read and understand the terms and conditions of use as outlined in this application. I acknowledge and accept responsibility and agree to abide by all the **Rules and Regulations** of facility use that were given to me.

Signature of Applicant or Representative _____ Date _____

Print Name of Applicant or Representative _____

Day of Event Contact Person _____ Phone (____) _____

Payment Method

Cash Check # _____ Mastercard Visa American Express
Credit Card Number _____ Expiration Date _____
Signature _____

For Office Use Only

Date Received _____ By _____

Payment Received: Cash Check Credit Card

Application is Approved Denied By _____ Date _____

- Certificate of Insurance
- Temporary Food Service Permit

Copy to Building Supervisor _____ (date) Entered into Computer _____ (date)

