

# Civic Center & Fuerst Park Reservation Information



City of Novi Parks, Recreation and Cultural Services  
 45175 W. Ten Mile Road Novi, Michigan 48375  
 248.347.0400 / Fax: 248.347.3286 / noviparks@cityofnovi.org  
[cityofnovi.org](http://cityofnovi.org)

**FACILITY AVAILABILITY:** Hours of operation (excluding holidays or when City offices are closed)

**Weekday Hours** Monday - Thursday 6:00 am - 11:00 pm  
 Friday 7:00 am - 5:00 pm

**Weekend Hours** Friday 5:00 pm - 12:00 midnight  
 Saturday 7:00 am - 12:00 midnight  
 Sunday 7:00 am - 11:00 pm

RENTAL OPTIONS	ROOM CAPACITY	WEEKDAY 2-hour minimum	WEEKEND 3-hour minimum
<b>Rooms A, B &amp; C</b>		Per hour	Per hour
1 Room	30 people	\$25	\$35
2 Rooms	60 people	\$35	\$45
3 Rooms	90 people	\$45	\$55
<b>Activities Room</b>	50 people	\$35	\$45

**A \$500 SECURITY DEPOSIT IS REQUIRED FOR EVENTS OFFERING ALCOHOL**

**A \$200 SECURITY DEPOSIT IS REQUIRED FOR THE FOLLOWING ROOM RENTALS:**

Multi-Purpose Rooms			
1 Quarter	100 people	\$50	\$60
2 Quarters	200 people	\$100	\$120
3 Quarters	300 people	\$150	\$180
4 Quarters	400 people	\$200	\$240
<b>Atrium</b>	300 people	\$200	\$240
<b>Council Chambers</b>	141 people	\$75	\$85
<b>Special Event Building Package</b> 4-hour minimum. Includes: Conference Rooms A-C, Activities Room, Multi-Purpose Room, Atrium and Kitchen	700-800 people	\$350/hr	\$400/hr
<b>Room Capacity Contingent on Set Up Style</b>			
<b>Township Hall</b>	50 people	\$50	\$60
<b>Amphitheatre</b>	Outdoor seating for 150	(\$175/per day)	(\$15/hr for electrical use)

## **ADDITIONAL RENTALS**

Kitchen Access	\$ 75	(Kitchen will be locked and inaccessible otherwise)
Stage Panels	\$ 20	per panel. Panels are 4' x 8' (legs 7.5" and 23")
Piano – Grand	\$ 100	(w/ Atrium or Special Building Rental Only)
Coffee/Tea Service	\$ 6	per ten cups
Ice Water	\$ .50	a pitcher
Ice	\$ 2	per bag
Table Coverings (white plastic)	\$ 3	each

<b>EQUIPMENT</b>	<b>PRICE</b>	<b>EQUIPMENT</b>	<b>PRICE</b>
TV/VCR	\$20	PA Mixer	\$50
Flat Screen TV/DVD	\$30	Boom Box	\$20
Screens	\$10	White Board	\$10
Overhead Projector	\$10	Flip Pad Usage	\$5
LCD Projector	\$40	Easels	\$2
Portable Microphone and Speakers	\$25	Extension Cords	No charge

### **Payment:**

Security Deposit on MasterCard, Visa & Discover and 50% of rental fee is due at time of reservation. The balance of the rental fee is due no later than 30 days prior to the event.

### **Room Cancellation Policy:**

Cancellation charges are as follows:

- 30 days or more prior to the event – refund less 15% administrative fee
- Less than 30 days prior to the event – 50% refund
- Less than 15 days prior to the event – NO REFUND

### **Additional Information**

- If any rental group requests the presence of a Building Attendant at Township Hall, an additional fee of \$15.00 per hour will be charged.
- It is the renter's responsibility to pick up the key for Township Hall from a Building Attendant at the Civic Center. Key may be dropped off in drop box at rear of the building after event.
- Any activity or event of a political nature must allow for equal opportunity for everyone to attend.
- Refunds and rescheduling due to renters extenuating circumstances are at the discretion of the City.

## POLICIES AND RULES

1. Timeline for Submitting Requests
  - Applications for one time use will be processed on a first come, first served basis.
  - Applications must be submitted to the Parks, Recreation and Cultural Services Department (PRCS) at least two weeks prior to the date requested - **Phone reservations not accepted.**
  - The Civic Center is available for continual reserved use on a weekly, bi-weekly and monthly basis according to availability. (Note: Rental must not be for profit or a continual recreational type program.)
2. Prior approval must be obtained from the PRCS Director for non-profit Novi community organizations providing a public service to the Novi community for:
  - Private functions charging a fee or admission
  - Private functions where there will be the sale of merchandise, products or services
3. Age Restrictions for Renters
  - Any individual or groups representative must be 21 years of age to reserve use of the facility.
  - Groups comprised of individuals under 17 years of age must have two (2) adults (21+ years) in attendance for every 20 persons during the time of rental.
4. Smoking is prohibited in all City facilities. Smoking is permitted outside **100 ft** from the building - violations will cause forfeiture of your rental security deposit.
5. Gambling is prohibited in all City facilities unless authorized by City Council.
6. Set-up and take down may take place only on the day and time indicated on the rental contract - Events must start and end within the rental time frame. Late fees will be charged in 1/2 hour increments and may be deducted from security deposit.
7. Caterer Requirements
  - Copy of State of Michigan License
  - Proof of Liability Insurance Rider for \$1 million, listing City of Novi as certificate holder. **If these documents are not received, the caterer will not be allowed to set up or serve**
  - If serving alcohol, please refer to the City's *Alcohol Allowance Policy*.
8. All advertising (except programs) and sale of merchandise is prohibited on premises, unless prior approval is obtained from the Facility Operations Director.
9. Decorations
  - All decorations must be removed at the conclusion of event.
  - No double sided tape.
  - No confetti, sparkles, birdseed or the like allowed.
  - There are no ladders on site for renters use.

10. Fire Prevention Regulations

- No open flames allowed.  
**Exceptions:** Sterno for heating food, candles may be used for ceremonial or Religious purposes only and must be constantly attended while they are lit. The candles must be supported on substantial noncombustible bases and the candle flames protected.
- Electrical extensions and decorations must be flameproof.
- Corridors, exits and stairways must be free of obstruction at all times. Exits are to be lit when rooms are in use.
- Maximum capacity numbers in rooms must be observed.

11. Table and chair set-up/tear-down will be done by a PRCS Building Attendant. Rental area must be left in the same condition as it was received. Leaving the rental space in an unacceptable condition will affect the renter's ability to rent in the future and/or loss of security deposit. All renters' personal items including decorations must be removed at the conclusion of rental.

- Clean-up of kitchen area if rented.
- Removal of all rented items. Please notify your rental company or caterer that their items must be removed from the facility the night of your facility rental. The City of Novi is **not** responsible for any items left behind.
- Placement of all trash in plastic trash bags, A PRCS Building Attendant will dispose of bags.
- Wiping down of all tables and chairs.
- Cleaning of any spills and messes - see Building Attendant for assistance and supplies.

12. Groups shall be restricted to the room assigned, excluding the restrooms.

13. Use of areas outside the building is restricted to the parking facilities, unless specific approval is obtained prior to the event from the PRCS Director. Groups shall be responsible for control of the parking area.

14. Every effort will be made to provide the space to the renter that is secured, however PRCS has the right to relocate events as deemed necessary and renter will be notified as far in advance as possible.

15. The City of Novi is not responsible for lost or stolen items or damage incurred to renter's items or property.

16. The City of Novi assumes no responsibility for accidents, injuries, lost or damaged articles while attending a meeting or a rental group.

17. The day of the event, the renter must check-in and out with the Building Attendant on site.

18. A Building Attendant will be on duty at the Civic Center during all rentals. Any accidents must be reported to the Building attendant immediately. If an incident occurs at the Township Hall or Amphitheatre, please call the Building Attendant at 248.343.5618.

19. Please contact Novi Police at 248.348.7100 if building is not open.



# RECREATION AND CULTURAL SERVICES DEPARTMENT APPLICATION FOR FACILITY RESERVATION

City of Novi Parks, Recreation and Cultural Services  
45175 W. Ten Mile Road Novi, MI 48375  
248.347.0569 / Fax: 248.347.3286 / noviparks@cityofnovi.org  
**cityofnovi.org**

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (Mobile) \_\_\_\_\_ (Fax) \_\_\_\_\_

Type of Activity: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

Time: Start \_\_\_\_\_ End \_\_\_\_\_ **PLEASE BE SURE TIME OF RENTAL INCLUDES SET-UP AND TEAR DOWN**

Date/s Requested \_\_\_\_\_ E-mail \_\_\_\_\_

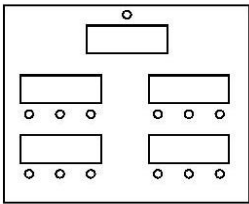
(Request up to 4 separate dates or list single days in order of preference-for repetitive dates use Multiple Date Request Sheet):

1) Day \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/20\_\_\_\_ and/or 2) Day \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/20\_\_\_\_

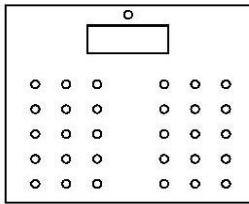
3) Day \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/20\_\_\_\_ and/or 4) Day \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/20\_\_\_\_

Facility Requested: Civic Center \_\_\_\_\_ Township Hall \_\_\_\_\_ Amphitheatre \_\_\_\_\_

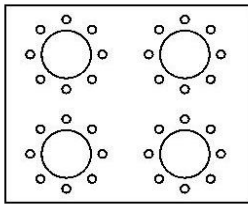
Room Requested: \_\_\_\_\_ If applicable, check room set-up below:



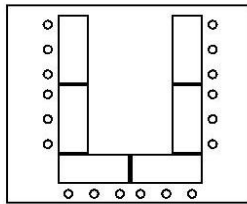
CLASSROOM



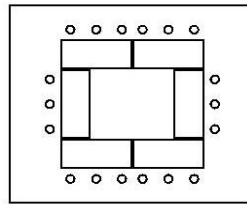
THEATRE STYLE



BANQUET STYLE



"U" SHAPE



CONFERENCE

Special Requests: \_\_\_\_\_

Will food be served? Yes \_\_\_ No \_\_\_ Catered? Yes \_\_\_ No \_\_\_ (License & Insurance Required)  
Will alcohol be served? Yes \_\_\_ No \_\_\_ Will you need use of the kitchen? Yes \_\_\_ No \_\_\_  
Would you like coffee service? Yes \_\_\_ No \_\_\_ If yes, number of cups: Regular \_\_\_ Decaf \_\_\_ (In 10's)

I hereby made this application for the use of the Novi Civic Center/Township Hall on the date and hours stated. I also certify that the information on the application is true and I have read and agree to abide by the rental policy pertaining to the use of the Civic Center/Township Hall as adopted by the City of Novi. I also agree to the fee charged, and shall be responsible pertaining to the use of the facility in accordance with the rental policy.

I further agree to indemnify, defend and hold harmless the City of Novi, its officers, agents and employees from and against all loss or expense (including costs and attorney fees) by reason of liability imposed by law upon the City of Novi, its officers, agents and employees for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons, or on account of damage to property including loss of use thereof, arising out of or in consequence of the performance of this application, whether such injuries to persons or damage to property is due or claimed to be due to the negligence of the contractor, the City of Novi, its officers, agents and employees,

Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Driver License # \_\_\_\_\_ Contract # \_\_\_\_\_

**PARKS, RECREATION & CULTURAL SERVICES DEPARTMENT  
FACILITY OPERATIONS**

Thank you for choosing the Novi Civic Center for your upcoming event! We are looking forward to welcoming you and your guests. In order to preserve the appearance of our Multi-Purpose Room for your enjoyment, we require that these guidelines are followed:

Any items to be hung on the walls must be hung with an adhesive approved by the Facility Operations Department. Nails and double-sided tape are prohibited. Damage fees will be assessed to any group that does not abide by these policies.

Loose glitter, confetti, birdseed and rice are prohibited. Helium balloons and ceiling decorations must be approved by the Parks, Recreation and Cultural Services Director prior to the event. Loss of security deposit will result if conditions of approval are not followed.

It is the renter's responsibility to notify outside decorators, speakers, and contractors of these policies. We encourage the renter to have these groups contact our office Monday-Friday between 8am and 4 pm at **248.347.0400** or email **noviparks@cityofnovi.org** for clarification of these policies.

The renter will be responsible for costs of additional cleaning or damages to the premises caused by the renter, their guests, or independent contractors.

Please refer to your rental contract for a complete listing of policies and procedures.

Renter must check in at the time of the event with the Building Attendant at the Welcome Desk and present his/her identification.

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

MasterCard \_\_\_\_\_ VISA \_\_\_\_\_ Discover \_\_\_\_\_