Civic Center & Fuerst Park Reservation Information

City of Novi – Facility Operations Department
45175 Ten Mile Road, Novi, Michigan 48375
Phone (248) 347-0569 / Fax (248) 347-3286 / reservations@cityofnovi.org or **cityofnovi.org**

Novi Civic Center Rental Prices

RENTAL OPTIONS	WEEKDAY 2-hour minimum		WEEKEND 3-hour minimum		Security Deposit
	Rate per hour				
Multi-Use Quad	Resident	Non-Resident	Resident	Non-Resident	
1 Quarter	$60	$70	$80	$90	$150
2 Quarters	$110	$130	$150	$170	$300
3 Quarters	$160	$190	$220	$250	$450
4 Quarters	$210	$250	$290	$330	$600
Kitchen	$80 Flat Rate				
Activities Room	$45	$55	$65	$75	$150
Atrium	$160	$190	$220	$250	$600
Council Chambers	$85	$95	$105	$115	$150
Conference Rooms (3 available)	$20	$25	$30	$35	Paid in Full
Fitness Studios					
1 Room	$25	$30	$30	$35	Paid in Full
2 Rooms	$35	$40	$40	$50	
3 Rooms	$45	$50	$50	$60	
Township Hall (off campus)	$60	$70	$80	$90	$150
Fuerst Park Grounds & Amphitheatre (off campus) *Includes Township Hall rental	Res: $555/per day		Non-Res: $655/per day		Paid in Full
Special Event Building Package 4-hour minimum. Includes: Atrium, Council Chamber, 4 Quarters, Activities Room and Kitchen.	**WEEKDAY** 4-hour minimum Res: $370/hr. Non-Res: $440/hr.		**WEEKEND** 4-hour minimum Res: $450/hr. Non-Res: $495/hr.		$600

Events with alcohol require $1,000 security deposit.
Events with 2 hours of extra decorating time require an additional $100 security deposit.

Room Cancelation Policy:

- 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

Payment:
A security deposit is required to reserve rental space. Security deposit may be paid with credit/debit cards, check or cash. The balance of the rental fee is due no later than 14 days prior to the event. If a rental is booked less than 21 days prior to the event, the full balance (security deposit and rental fee) is due when reserving the rental.

Changes:
Changes and adjustments can be made up until two weeks before the reservation date.

General Information

FACILITY AVAILABILITY: Rental hours (excluding holidays or when City offices are closed)		
Weekday	Monday – Thursday	8 a.m. – 10 p.m.
	Friday	8 a.m. – 10 p.m.
Weekend	Friday	8 p.m. – 10 p.m.
	Saturday	8 a.m. – 10 p.m.
	Sunday	8 a.m.- 10 p.m.

Rental Options	Capacity	Square Footage	Features
Multi Use Quad			
Gateway Quarter	100	1600	Entrance to Atrium
Event Quarter	100	1600	
Banquet Quarter	100	1760	Attached to kitchen
Theatre Quarter	80-100	1200	Stage
Activities Room	35-50	800	Counter with sink
Atrium	300	6,700	Main entrance area with high ceilings
Council Chamber	141	2,705	Theatre style seating
Conference rooms	10-14 varies	varies	
Fitness Studios	15 per room	600 per room	Hardwood floors / mirrors
Special event package	800	13,600	Atrium, 4 Quarters, Council Chambers, Activities Room, and Kitchen
Township Hall	35-50	924	Off campus historic building located in Fuerst park

ADDITIONAL SERVICES

Additional Set-Up Time	$25/hr.	2 hours maximum – additional security deposit of $100 for 2 hrs.
Ice	$2	7 lb. bag

ADDITIONAL RENTALS

EQUIPMENT	PRICE	EQUIPMENT	PRICE
Easels	$5	LCD Projector & cart	$40
Extension Cords	No Charge	Screen	$10
Flat Screen TV/DVD	$30	PA Mixer – 4 Microphones	$50
Podium	$10	Portable Speaker & microphone	$25
Stage Panels (4 x 4)	$40 each		

POLICIES AND RULES

1. **Submitting Requests for a facility reservation**
   - Applications for one-time use will be processed on a first come, first-serve basis.
   - Applications must be submitted to the Parks, Recreation and Cultural Services (PRCS) Department at least three weeks prior to the date requested.
   - **Phone reservations are not accepted.**
   - The Civic Center is available for continual reserved use on a weekly, bi-weekly and monthly basis, contingent on availability.
   - Rental may not be for profit or for a continual recreational-type program.

2. **The City of Novi does not allow private functions to charge a fee, admission or accept donations. Sales of merchandise, products and services are prohibited.**

3. **Age Restrictions for Renters**
   - Any individual or group representative must be at least 21 years of age to reserve use of the facility.
   - Groups comprised of individuals younger than 17 years of age must have two (2) adults (21+ years) in attendance for every 20 people during the time of rental.

4**. Alcohol Allowance Policy**
   - Alcohol permits require eight (8) weeks processing time, additional paperwork, and fees.

5. **Events must start and end within the reserved period** and be continuous. Nothing may be dropped off prior to rental time and belongings must be removed at the conclusion of your rental**. Room needs to be vacated by renters, guests, and contractors at the end of the rental time.**

6. **Caterer Requirements** –14 days prior to rental, the renter is required to provide:
   - A copy of caterer's State of Michigan License
   - Proof of a General Liability Insurance Rider for $1 million with a Rental Insurance Endorsement form is required from the caterer must be on file prior to food delivery or service.
   - **If the above documents are not received, the caterer will not be allowed to set up or serve. If caterer is on property, renter will lose security deposit.**

7. **Decorations**
   - One hour prior to rental time is complementary for decorating.
   - Additional decorating time is available for a reduced fee and additional security deposit.
   - All decorations must be removed at the conclusion of event.
   - **Double-sided tape is not allowed.** To adhere decorations to walls, use painters' tape.
   - **No Helium balloons, confetti, sparkles, birdseed, rice, flower petals or the like are allowed.**
   - If the theater stage is used, nothing can be pinned or adhered to the curtain or side panels.
   - **There are no ladders on site for renters use.**
   - **Building attendants DO NOT assist renters with decorating or serving.**

8. Fire Prevention Regulations
   - No open flames allowed.
   - No hot plates or tabletop ovens allowed.
     Exceptions: Sterno for heating food.
   - Electrical extension cords and decorations must be flameproof.
   - Corridors, exits and stairways must be always free of obstruction. Exits are to be lit when rooms are in use.
   - Maximum capacity numbers in rooms must be observed.

9. **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 received. Leaving the rental space in an unacceptable condition will result in loss of security deposit and affect ability to rent in the future. All renters' personal items, including decorations, must be removed at the conclusion of rental.

10. **Clean-up requirements for Security Deposit return**
    - Rented space must be left in the same condition as received.
    - If the kitchen is used, it must be emptied of all renters' belongings and cleaned.
    - Renter must wipe down all tables and chairs, and clean floor of any spills, debris, or messes. Cleaning supplies will be made available to all renters. Trash bags will be provided and disposed of by a building attendant. The physical clean-up must be done by renter. No staff is available for use or hire.
    - Room clean-up **must** be performed before the conclusion of rental time.

11. Groups shall be restricted to the room assigned, excluding the restrooms. If space not included in the rental is utilized, the renter will be billed for the use of that space. This amount will be deducted from the security deposit. Any amount above the security deposit will be billed directly to the renter.

12. **Kitchen Use:** Kitchen rentals include double ovens, six-burner stove top, microwave, stainless-steel prep counter, left side of refrigerator and freezer, and prep/clean up sinks. Renters must provide their own supplies during their rental.

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. Rentals subject to additional restrictions, changes or cancellations based on state and county guidelines.

16. Smoking is prohibited in all City facilities. Smoking is permitted **100 feet** outside of the building. Violations will result in forfeiture of your rental security deposit.

17. The City of Novi is not responsible for lost, stolen or damaged personal property incurred during facility rental.

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

19. The day of the event, the renter must check-in and out with the building attendant on site.

20. 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 Township Hall or the Amphitheatre, please call the **building attendant** at **(248) 343-5618**.

21. If building is not open, please call the **building attendant number: (248) 343-5618.** If no one answers, call **non-emergency number for Novi Police: (248) 348-7100**.

22. Renter is responsible for the policies to be followed by any subcontractors and will be held accountable for subcontractor's actions.

23. Use of kitchen utensils, paper products, and office supplies is highly discouraged. Fees will apply and be taken out of security deposit if these items are used.

24. **In order to receive resident rate, the renter must show proof of identification**.

If any on the above items are not adhered to, the security deposit will be forfeited.

Additional Information

- Room set-up sheet must be submitted 14 days prior to scheduled event. If no set-up request is provided, a standard set-up will be done.
- Building attendant will do only the initial set-up and slight adjustments prior to the rental time.
- Refunds and rescheduling due to renter's extenuating circumstances are at the discretion of the City of Novi.
- Time of reservation must be **continuous**.

Please Initial that you have read and understand the policies. _____

RECREATION AND CULTURAL SERVICES DEPARTMENT
APPLICATION FOR FACILITY RESERVATION

City of Novi – Facility Operations Department
45175 Ten Mile Road
Novi, MI 48375
cityofnovi.org
Ph: 248.735.5616 / Fax: 248.347.3286 / Email: reservations@cityofnovi.org

Name: _____Organization: _____

Address: _____ City: _____ Zip: _____

Phone: _____ (Secondary) _____ Email_____

Type of Activity: _____ Anticipated Attendance: _____

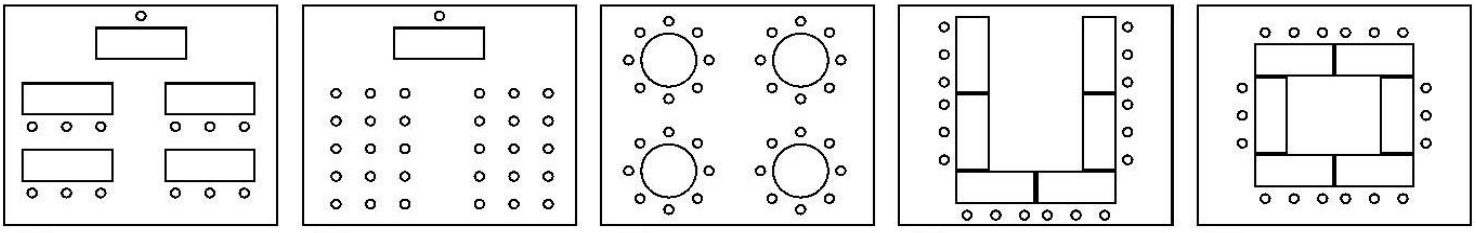
Time: Start_____ End_____ **(Rental Includes 1 hr. set up prior to event)**

Date/s Requested_____Attach separate sheet for multiple dates

Facility Requested	Civic Center	Township Hall	Fuerst Park Amphitheater	
Room Requested	Activities Room	Council Chambe	Atrium	Kitchen
Multi Use Quad	Banquet Qtr.	Event Qtr.	Gateway Qtr.	Theatre Qtr.
Conference Room	Council	Mayor's	PRCS	
Fitness Studios	A	B	C	
Special Event Package				

Event Details			
Will food be served?	Yes	No	
Catered?	Yes	No	License & insurance required
Will alcohol be served?	Yes	No	Permit required and $1,000 security deposit

Check room set-up below: (details can be provided later)



☐CLASSROOM ☐THEATRE STYLE ☐BANQUET STYLE ☐"U" SHAPE ☐CONFERENCE

These items can be added up to two weeks prior to the rental and will be charged with final rental payment.			
Additional items	**Cost**	**Quantity**	**Total**
Extra Set-Up Time	$25/hr. – 2 hrs. Maximum		

Ice	$2		
LCD projector	$40		
Screen	$10		
Small speaker & microphone	$25		
Mixer & 4 microphones	$50		
Podium	$10		
Stage panels	$40 each		
OTHER			

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 save 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 #_____

In order to receive resident rate, you must show proof of identification.

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 facility for your enjoyment, we require that all instructions are followed.

Please refer to the Policy and Rules page for decorating and rental guidelines. Damage fees will be assessed to any group that does not abide by these policies.

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.

The renter will be responsible for costs of additional cleaning or damages to the premises caused by the renter, their guests, or independent contractors. The City of Novi staff will only communicate with the person listed on the application. **One contact allowed per rental only**.

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

Renter must check in with the building attendant at the time of the event and check out when the event has ended.

Renter Signature: _____ Date: _____

Telephone: _____ Mobile: _____

Contact Person Day of Event

NAME _____ PRIMARY PHONE _____

EMAIL _____ SECONDARY PHONE _____

Payments can be made in person at the Civic Center or through online account. Security deposits must be paid 24 hours after reservation is made. Failure to do so will result in cancellation of reservation.