



Bennett Rec Center Nerf Party Application:

Room rentals must be a minimum of 2 hours.
For faster refunds, use a credit card at the time of purchase.

Name:

First Name	M.I.	Last Name	Birthday	Gender
------------	------	-----------	----------	--------

Residence:

Street Address	City	State	Zip Code
----------------	------	-------	----------

Telephone Number / Email Address:

Home Phone	Cell Phone	Email Address
------------	------------	---------------

Emergency Contact:

Name	Phone Number	Relationship
------	--------------	--------------

Organization Information

Organization Name	Phone Number	Tax ID
-------------------	--------------	--------

Residency (primary location of organization):

- City of Howell
 Oceola Township
 Genoa Township
 Marion Township
 Howell Township
 Other: _____ (please specify)

Date(s) Requested

**Bennett Rec Center,
925 W. Grand River Ave.**

- Large Room + Side Room
- Instructor (+\$35/hour)
- Game Room (+\$50/hour)

Please check if your rental will involve any of the following:

- Onsite event
- Fee to be Charged
- Open to Public
- Bingo Games
- Sound

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. Resident is defined as an individual or business residing within the City of Howell, Oceola Township, Genoa Township, Howell Township, and Marion Township. All others are defined as "Non-Residents."

All room rentals require payment in full upon registration along with a refundable \$150 security deposit. All rooms are rented by the hour with a 2 hour minimum. **Adding the game room to your rental will require an additional \$100 security deposit.**

Dates of Events:

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

Total number of rental hours: _____

Rental Pricing:

All room rentals require a \$150 refundable security deposit.

Game Room requires an additional \$100 refundable security deposit.

There is a minimum of 2 hours for all room rentals. Additional hours may be added in 1 hour increments.

Party packages can accommodate up to a maximum of 25 players.

Basic Package (Main Room + Side Room) (25 player capacity)

Resident - \$160 / Non-Resident - \$200 (rate is for a 2 hour block)

- Additional Hour**
Resident - \$80 / Non-Resident - \$100

- Instructor**
\$35/hour

- Game Room**
\$50/hour (requires an additional \$100 security deposit)

Total Due:

\$ _____

NOTE: A reservation for a rental is not valid until approved by Howell Recreation, paid in full, and insurance documents submitted (if necessary).

Rental Information:

Total Number of Attendees _____
Number of Youth _____ Number of Adults _____
Maximum Number of People in room at any given time (open-house type event) _____

***Parties over 15 participants must have an instructor included.**

Nerf Party Rentals may have a maximum of 25 players.*

Time:

Please note that time must include set-up, decorating, 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.

Set-Up Time: _____ **Start Time:** _____ **Ending Time:** _____

Recurring Rental:

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 pre-pay 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.

Recurring Dates:

Start Date: _____ **End Date:** _____

Daily Weekly Monthly Yearly

Submitting Your Application:

Applications for rentals will not be taken by telephone. You can bring a copy of your signed application and cash, check, or credit card information to the Oceola Community Center during normal business hours.

Application approval can take 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.

Applications should be submitted at least 30 days prior to the date of the event. Failure to do so could result in forfeiture of rental in the event a Facility Coordinator cannot be scheduled to work at the event.

Cancellations/Refunds:

There are NO refunds if you cancel your application 30 days or less prior to your event or function. All court rentals are non-refundable. There are also NO refunds if you do not show up on the day of your event. NO EXCEPTIONS. If you cancel prior to 30 days, the \$150 security deposit will be held as an administration fee for cancelling. Refunds will be issued based on your original method of payment (cash & check will be issued check refunds, credit card payments will be credited back to the original card) and may take up to three weeks to process. HAPRA reserves the right to cancel an activity if we feel that it will be detrimental to the maintenance and safety of the facilities & grounds.

If I need to transfer my rental date, time, or location to another, I understand this must be done at least two weeks prior to the event and I will be assessed a \$20 fee that must be paid prior to the transfer being completed.

Liability:

I understand that I shall be held responsible for any and all loss, accidents, injury, to 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, and hold harmless and defend the Howell Area Parks & Recreation Authority and their officials, officers, agents, employees, and volunteers (indemnities) from 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 indemnities 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.

Parties over 15 participants must have an instructor.

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 presented online and on my receipt.

Signature of Applicant/Representative _____

Print Name of Applicant/Representative _____

Day of Event Contact Person _____ Phone _____

Nerf Party Rules:

1. No bouncing/jumping on the inflatables.
2. Safety glasses must be worn while nerf is going on. (We have plenty of safety glasses available.)
3. Don't bring darts/ammo, we have plenty.
4. Whether instructed by a staff member or a parent, actively listen and follow all of their rules.
5. Be a good sport & have fun.

Facility Room Rentals:

Reservations:

1. Anyone 18 years or over interested in using the Bennett Rec Center must submit an application for use to the Howell Area Parks & Recreation Authority for approval and processing. Use of only the specified facilities, dates, and times approved on the permit will be granted.
2. The permit holder understands and agrees that the Howell Area Parks & Recreation Authority reserves the right to require sufficient time to process applications and may limit the frequency of use of the facilities. The Howell Area Parks & Recreation Authority has the final decision on the use of any facility and reserves the right to refuse use of the facilities to anyone who fails to comply with these policies.
3. The permit holder understands and agrees that if at any time the Howell Area Parks & Recreation Authority determines that the activities pose a danger to persons or property, the Howell Area Parks & Recreation Authority shall have the right to close down all or part(s) of the facility of function/event covered by this agreement. The decision of when or if to reopen the facility or function/event belongs to the Howell Area Parks & Recreation Authority. There will be no refunds to the permit holder if the facility closes for these reasons.
4. Any applicant that misrepresents its intent, purpose or the age demographic that is attending and using the facility, shall have the reservation/rental cancelled and/or event terminated and all fees shall be forfeited.
5. The permit holder understands and agrees that the Howell Area Parks & Recreation Authority reserves the right to nullify any/all applications and agreements within a 60-day grace period of function/event to generate space for Authority functions. The permit holder understands and agrees that the Howell Area Parks & Recreation Authority will be held harmless for any loss of profits or expenditures that may originate due to cancellation.
6. The permit holder understands and agrees not to permit the use of any parts of the facility and or property to any other person, group, or corporation without the written approval of the Howell Area Parks & Recreation Authority.
7. The Howell Area Parks & Recreation Authority will provide normal facilities and equipment appropriate to the area being used (i.e. tables and chairs, restrooms, waste containers, etc.). Special equipment such as audio/visual or athletic equipment must be identified on the application. Rental of additional chairs, tables, dishes, etc. may be necessary to accommodate your needs.
8. Any outside contractors must be approved in advance by the Howell Parks & Recreation Authority Director.
9. Groups using the facility comprised of individuals under 17 years of age must have two (2) adults, 21 years or older, in attendance for every fifteen (15) youth during the time of use. Youth must be directly supervised at all times.
10. Howell Area Parks & Recreation Authority reserves the right to limit and/or deny an application or reservation for an event involving children/minors.
11. Solicitation of funds is not permitted in the building and no admission fees may be charged by individuals or groups without the prior written consent of the Howell Area Parks & Recreation Authority.
12. The permit holder agrees that the Howell Area Parks & Recreation Authority's phone number is not to be placed on any advertising or publications. The permit holder also understands that the Howell Area Parks & Recreation telephones and copy machines are not available for private use.
13. All advertising, except that incidental to programs and all sale of merchandise or other materials is forbidden on the premises, unless specific approval is obtained from the Parks & Recreation Director prior to the scheduled function.

14. The Howell Area Parks & Recreation Authority reserves the right to require additional staff at the permit holder's expense. Two (2) coordinators are required for concert rentals at an additional cost of \$25/hour/ per person over the regular rate of rental facility.

15. Concert rentals will be assessed a \$250 damage deposit due one week prior to the event/function. The damage deposit will be returned no later than one week after the event if no damage has been done or excessive clean-up was necessary. The Howell City Police will be given a copy of the rental agreement for each concert booked. One chaperone and one building supervisor must walk the outside of the building together every 15 minutes to make sure that concert-goers are not outside drinking alcohol, climbing on the roof, or creating any other disturbances outside of the building. The kitchen area is off limits during concert rentals.

16. Permit holders selling or serving food for events that are open to the public (free or for pay) must comply with current Livingston County Health Department regulations. Applications for a temporary food license can be obtained by calling the Livingston County Health Department at 517.546.9858. A copy of the temporary food license must be on file with the Howell Area Parks & Recreation Authority five (5) days prior to your event/function date.

17. While cooking in the facility, you may not produce any grease laden vapors. No deep frying with oils or butters is permitted.

Set-Up / Clean-Up:

1. Upon arrival, the user must check-in at the front desk. Staff will assist with any further questions or set-up issues that need to be addressed. Groups shall not use, remove, or disturb any supplies, bulletin boards, or any other items in the facilities.

2. Groups shall be restricted to the room(s) assigned, except for use of restrooms or common areas.

3. The permit holder is responsible for the proper use of the facilities. Facilities shall be left in the condition in which they were received. Normal clean up shall be performed by the applicant following use. Normal clean up shall include removal of all materials brought in, removal of all decorations, disposal of all trash in proper receptacles and removal from building (dumpster provided at all locations) and cleaning of all dishes, counters, walls, tables, and chairs. Groups shall pick up debris, wipe up spills, and return all items to their original location. Any cost incurred by the Authority for additional clean-up shall be assessed to the permit holder. Damages, debris, and messes left in the space rented may result in cleaning charges. The space must be left in the condition it was found in.

4. Property of the Howell Area Parks & Recreation Authority shall not be removed from the facility at any time. Any items missing will be assessed to the permit holder.

5. Tables cannot be dragged on the flooring.

6. No glitter, sparkles, confetti, party poppers or silly string allowed.

7. The placement of posters or banners within or on the grounds of each facility will require prior approval. Writing on glass, windows, mirrors, walls, etc. will not be allowed.

8. Hanging of decorations - thumbtacks, nails, certain types of adhesives, etc. are prohibited to hang decorations. Please check with the Facility Coordinator prior to hanging any decorations. All helium balloons must be deflated before leaving facility. Ceiling fans must be turned off if helium balloons are used.

9. All exits, exit corridors, and pathways must be free from obstructions at all times.

10. Howell Area Parks & Recreation Authority assumes no liability for any property or personal items left in the building.

Other:

1. Groups shall conduct themselves appropriately and be courteous to neighbors and other people in the building. Permit holders are responsible for the maintenance and order and are not permitted in rooms that have not been rented to them. Evidence that proper precautions are being provided by the permit holder may be requested prior to final approval of a permit.
2. Permit holder agrees to guarantee that the following rules will be observed by all individuals in attendance at function/event. Permit holder accepts responsibility for assuring the following:
 - a. Orderly behavior inside and outside the facility. No profanity, fighting, violence, or intimidation is allowed
 - b. Appropriate attire
 - c. Financial responsibility for any damages due to use of the facilities
 - d. Responsibility to follow directions of staff/personnel
 - e. Program is of a nature suitable for presentation in a public building
 - f. The activity is lawful and in conformity with regulations of Federal and State laws, and the City of Howell
3. All rules and regulations governing the Bennett Rec Center must be adhered to at all times. The following are prohibited in any facility and failure to comply with this regulation will cause the said function/event to be closed immediately:
 - a. Possession or consumption of alcohol in and around the premises
 - b. Possession or consumption of drugs in and around the premises
 - c. Smoking
 - d. Gambling for profit unless licensed by the Michigan Bureau of State Lottery
 - e. Firearms, knives, or other weapons
 - f. Use of areas other than the ones designated on the permit
 - g. The use of open flames, such as lighted candles (birthday candles and small sterno cans for catering purposes are exceptions)
 - h. The use of glitter, glue, slime, paint, and play-doh is prohibited
4. Nothing may be dropped off prior to the reserved rental time and everything must be removed at the end of the rental period.
5. There will be no permanent storage facilities available at the Bennett Rec Center.
6. A Facility Coordinator will be on duty during all hours of building operation and groups must guarantee responsiveness to directives of all department staff. Accidents, damages, or loss of equipment must be reported to the Facility Coordinator immediately.
7. The Howell Area Parks & Recreation Authority and its constituents shall not be liable to the permit holder, or the agents, employees, customers, patrons, visitors, or guests of the permit holder for any injury or property damage occurring to the demised premises or to any persons thereon resulting from (1) a loss of property by theft or burglary, (2) accidental damage to persons or property on or about the premises from the use of any utility on the premises, (3) any damage caused by action of the natural elements, or (4) damage or injury resulting from the conduct of employees of the permit holder, whether negligent or otherwise. Permit holder shall not make any claim against the Howell Area Parks & Recreation Authority or The City of Howell for any loss or damage described herein.
8. The permit holder shall be responsible for the application of insurance proceeds, if any, to the repair or replacement of the premises or property thereon necessitated by any damages caused by the above circumstances, and if the injury was not insured against, the permit holder shall repair the demised premises or replace or repair property thereon at the sole expense of the permit holder.

9. Children/minors must be supervised at all times and are not allowed to roam in other areas of the building, such as hallways, common areas, or parking lot.

10. Failure of the permit holder to abide by the above regulations shall result in their being denied use of the Bennett Rec Center.

11. Howell Area Parks & Recreation Authority reserves the right to deny the refund of the security deposit or refuse future rentals for violations of the Rental and Use Term & Conditions.

12. Unexpected maintenance issues: Occasionally it may be necessary for Howell Area Parks & Recreation Authority to reschedule or cancel a request previously approved due to unexpected safety or maintenance issues. In this event, each group or individual will be given as much advance notice as possible and will be issued a full refund if an alternative date cannot be determined.

Day of Rental:

Please check in with staff at our front desk the day of your rental upon arrival. They will show you to your rental space and make sure it is set up as requested.