



APPLICATION & PERMIT FOR ROOM RENTAL

Longacre House • 24705 Farmington Rd • Farmington Hills, MI 48336
 Tel: 248-477-8404 • Fax: 248-477-4403 • fhgov.com

Date(s) Requested: _____ Time: _____ to _____

- Room(s) requested: Living Room Dining Room Library
 Groom's Room Bridal Suite Gazebo/Grounds

Guest/Organization Making Request: _____ Email: _____

Address: _____ Phone: _____

Alt Phone: _____

Event Type: _____

Number of Guests: _____ Will food/beverages be served? _____ Yes _____ No

Equipment Rental

- Projection Screen - \$10 Easels - \$5
 LCD Projector - \$50 White Folding Chairs - \$3 ea
 Lectern/Podium - \$5 Outside Tables - \$9 ea
 Digital Piano - \$50 Large Amplified Speakers - \$50
 Bistro Tables - \$10 ea Tent in Lawn - TBD as needed

All rentals include white or ivory table linens and napkins, as well as a seasonal centerpiece. **Other colors may be arranged with the caterer.** Skirting is also included on the food/bar areas. All fees are subject to change without notice.

Guest agreement to adhere to rules and regulations:

- I have read and initialed the reverse side of this form and agree to adhere to the rules and regulations of the Longacre House.
- Release and Hold Harmless Agreement (see reverse side).
- It is understood that my group/organization agrees to pay all fees listed below.

Applicant Signature: _____ Date: _____

OFFICE USE ONLY

Approved by: _____ Denied by: _____ Date: _____

Comments:		Per hour	Used	Cost
_____	House/Grounds	_____	_____	_____
_____	Equipment Rental	_____	_____	_____
_____	Security Deposit**	_____	_____	_____
_____	Total Amount Due	_____	_____	_____
_____	Amount Paid (50% min)	_____	_____	_____

Balance Due: _____

(10 days prior to event)

Balance Due Date: _____

**Security deposit will be held on a Visa/Mastercard and will not be charged unless there is damage left from your event.

Make checks payable to City of Farmington Hills.

Longacre House Policies

1. No group may use a room without scheduling said room (if available and can be accommodated), in person, in advance of the date of use, signed a completed application form, and paid any deposits or fees required. Ninety-minute setup time is included with all rentals. There is a five-hour minimum required on Friday and Saturday events unless waived by management.
2. All renters that will require food or alcohol for their events, must utilize the Longacre House contracted caterer. No exceptions will be made without manager's approval.
3. No permits shall be issued for meetings or parties of minors unless chaperoned by at least one individual over 21 years of age. The permit must be signed by the responsible party. One chaperone must be provided for every 15 minors.
4. All rooms must be left in the condition in which they were found, except for regular cleaning. Decorations used must be disposed of properly, immediately following the function. No sparkle, glitter, confetti, etc. is permitted at The Longacre House. No flame candles allowed. Tape, pins, staples, or adhesive are not allowed on the walls, moldings, etc. Security deposit will be forfeited if clean-up is not complete.
5. Routine maintenance will be done by The Longacre House staff; however, it is expected that the lessee will clear and clean any areas of The Longacre House used by the lessee or the lessee's invitees. Furniture and equipment may not be moved from room to room or removed from the building without permission from the manager.
6. The Rental Representative is responsible for ensuring that all rules and regulations are adhered to.
7. Buildings, grounds, and equipment shall not be used for activities which are in conflict with city policies and ordinances, state or federal laws, activities which are discriminatory in the legal sense, political activities or illegal gambling.
8. All children in attendance must remain in the rented room(s). Children are not allowed to roam unsupervised in other areas of the building, such as hallways, rooms, or either of the bridal suites.
9. Room capacities MUST be adhered to. Rental groups may not overflow into other rooms, without renting said rooms. Such behavior may result in immediate removal from the premises by Longacre House staff, the Farmington Hills Police Department and/or a penalty fee.
10. The Longacre House personnel are not allowed to accept gratuities.
11. Rental fees are based on the time a group/party is in the room, including set-up and clean-up, except for 90-minute included setup time.
12. The Longacre House will assume no liability for any property of the permit holder left in the building. The Longacre House will not be liable for any damages to lessee's property or that of the lessee's contractor if it is moved, cleaned or stored by our employees in the performance of their duties. The Longacre House will not assume liability for any personal property, merchandise or equipment left on the premise.
13. Any damages to the building and/or grounds will be charged to the Rental Representative signing the permit. The Rental Representative is responsible for checking the room for damages and cleanup in the company of The Longacre House personnel.
14. The Longacre House does not provide individual accident and health insurance. Groups using the facilities may be required to supply a certificate of insurance covering The Longacre House and the City of Farmington Hills in case of accident or injury to participants. Minimum acceptable limits will be \$1 million each occurrence and \$2 million aggregate. The Longacre House must receive policy verification including dates of coverage and financial limits for this event at least 30 days before the first rental date.
15. The Longacre House reserves the right to act in the best interest of the rentals on items not specifically covered in these rules
16. Equipment for use to rental groups must be utilized for its intended purpose.
17. The Longacre House is a smoke-free facility; guests may smoke in designated outside areas where ash containers are provided.
18. The Longacre House does not allow the placement of signs around the facility promoting events held at The Longacre House. Special permission may be granted by the Facility Manager. Failure to comply with this sign rule may result in forfeiture of some, or all, of the security deposit.
19. The Longacre House reserves the right to inspect and control all events, private parties, meetings and receptions held on its premise. The lessee is responsible for all of The Longacre House property missing or damaged by guests, independent contractors, lessee, lessee's agent or any person on lessee's behalf.
20. A security deposit of \$250 is required for all parties over 25 people. An additional deposit may be required or the amount or type may be changed at the discretion of management.
21. The lessee agrees to pay an initial payment forthwith of 50% of the total rental charges at the time of signing this agreement, and the remaining 50% at least 10 days before the beginning of the event. The lessee agrees to pay any additional charges for technical services upon presentation of a bill by The Longacre House. The Longacre House reserves the right to charge a deposit in anticipation of additional charges that may be incurred. Lessee agrees to pay any music clearances or royalty fees and hold The Longacre House harmless for same. No exceptions will be permitted unless satisfactory credit arrangements are made in advance. Rental deposits and payments are subject to charges of 1% per month if not paid within 30 days of notice of amount owed whether in writing, verbally or by invoice.
22. This agreement may be cancelled by either party in writing. Lessee shall forfeit 50% of initial payment if cancellation is made up to 30 days in advance of the scheduled event. Lessee's who cancel within 30 days of first contracted usage date will automatically forfeit all payments they have paid to The Longacre House. In addition, lessee shall be responsible for any out of pocket expenses incurred by The Longacre House. Rescheduling of events and additional deposit requirements are entirely at the discretion of the Facility Manager.

Cancellation by The Longacre House: The Longacre House reserves the right to accept or reject any rental agreement application for any reason and in its sole discretion. In the event that an event must be cancelled due to circumstances beyond the control of The Longacre House, including but not limited to weather, loss of utilities, civil unrest, and other uncontrollable happenstance, the contracted event will be rescheduled at the earliest convenience of all parties under all other conditions of this agreement.

Hold Harmless Agreement

To the fullest extent permitted by law, I and the organization I represent agree to defend, pay in behalf of, indemnify, and hold harmless the City of Farmington Hills, its elected and appointed officials, employees and volunteers and others working in behalf of the City of Farmington Hills against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Farmington Hills, its elected and appointed officials, employees and volunteers and others working in behalf of the City of Farmington Hills, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use of thereof, which arises out of or is in any way connected or associated with the use of the Farmington Hills Longacre House.