

**CHARTER TOWNSHIP OF COMMERCE
APPLICATION FOR RICHARDSON COMMUNITY CENTER USE**

Use subject to policies and procedures attached to application

Call: 248-926-0063 for Rental Information
Monday-Friday: 8:00am-4:30pm.

APPLICATION CANNOT BE ACTED UPON UNLESS COMPLETED IN FULL

NAME: _____

If organization, contact person: _____

ADDRESS: _____

PHONE: _____ PURPOSE* _____

EMAIL: _____

***NOTICE:** If food will be served and the function will be open to the general public, applicants **must** contact the Oakland County Health Department at (248) 926-3305, as a Temporary Food License may be required.

DATE REQUESTED: _____ FULL DAY _____ HALF DAY _____

TIME OF RENTAL: _____ TO _____

TIME OF EVENT: FROM _____ TO _____

ROOM REQUESTED: BALL ROOM _____ BANQUET ROOM _____

ANTICIPATED ATTENDANCE: _____

WILL BE SERVING ALCOHOL: YES _____ NO _____

_____ I have read the attached policies governing the use of the Richardson Community Center and agree to abide by all those policies established for its use. I understand that I have the use of the building only on the date I have reserved, that I must obtain a key for the Center from the Richardson Center and that I am responsible for return of the key.

_____ I also understand that we are responsible for setting up for our group and for taking down the equipment we set up. Cleaning up after ourselves will be our responsibility immediately after our event, and we agree to leave the building in good condition.

_____ I pledge that I will be in charge of the activities taking place at the Center during this use. I understand that if this information is found not to be true, I WILL FORFEIT THE SECURITY DEPOSIT TO THE TOWNSHIP AND THE DATE FOR THE EVENT THAT I HAVE BOOKED.

_____ I agree to defend, indemnify and hold harmless the Charter Township of Commerce for any claim, demand, suit, loss, cost or expense, or any damage which may be asserted, claimed or recovered against or from the Charter Township of Commerce by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, loss, cost, or expense is caused in whole or in part by the negligence of the above named group and /or individual(s), or by third parties, or by the agents, servants, employees, or actors of any of them.

Signature of person requesting use

Date