

City of Huntington Woods Department of Parks and Recreation

Gillham Recreation Center - Room Rental Application

Please email completed application to hwrec@hwmi.org

Name _____ Today's Date _____

Group/Organization _____

Address _____

Phone _____ Email _____

Type of activity _____

Anticipated attendance: Adults _____ Children _____

PLEASE CHECK ROOM(S) REQUESTED

Warming Room Multi-Purpose Gym E Gym W Gym Full

Day/Date _____

Time: **From** _____ **To** _____ (must include set-up & clean-up time as part of rental)

SPECIAL SERVICES REQUESTED

Number of tables: Round (60") _____ Rectangular (6') _____ Number of chairs _____

Serving beer/wine _____ (Liability insurance must be at least \$500,000)

Other _____

(Please draw diagram of required set-up on the back of this form)

REQUIRED DOCUMENTS

A copy of the applicant's Homeowner's Insurance Policy with a minimum of \$300,000/\$500,000 (serving beer/wine) liability coverage is required.

Vendors providing any inflatable device or interactive entertainment are required to furnish a Certificate of Liability Insurance with a minimum of \$1,000,000 for Commercial General Liability. Certificate Holder AND Additional Insured should be listed as City of Huntington Woods, ATTN: Tim Rowland, 26815 Scotia Road, Huntington Woods, MI 48070. *This document must be submitted at the Gillham Recreation Center one week after approval of the permit. If not received within the designated time, the vendor request will be denied.*

I have received/read a copy of the Recreation Center Rental Policy and will abide by the stated policy governing facility use. I further understand that by reserving a room I indemnify and hold the City of Huntington Woods harmless against injury in connection with the stated activity and use of the building. Any misrepresentation in this application is grounds for cancellation of facility use.

Signed _____ Date _____

FOR OFFICE USE ONLY

APPROVED BY _____ DENIED _____ DATE _____

Homeowners Insurance

Vendor Insurance

Entered in Computer

\$100 Security Deposit by Household Account Balance or Check (Payable to "City of Huntington Woods")