



General Services  
Department  
PARKS AND RECREATION  
DIVISION

2020

# Brennan Pool Complex Event Area/Rental Agreement

Date: \_\_\_\_\_ Expected number of guests: \_\_\_\_\_

Time of Event: \_\_\_\_\_ Set-up Time: \_\_\_\_\_

**Rental fees include 2 hours of set-up. A maximum of 2 hours of additional hours are available for \$25 per hour set-up fee. Please note on contract of any additional hours needed.**

Type of Event: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone :( Primary) \_\_\_\_\_ (Secondary): \_\_\_\_\_

Driver's License: \_\_\_\_\_ Exp. \_\_\_\_\_

### Floor Plan and Rental Agreement

#### **Kitchen Prep Area**

The kitchen prep area must be cleaned and in the condition it was in prior to rental. Any spills must be cleaned, and all garbage must be pulled and placed by the back door for proper disposal. In the event the prep area is not cleaned properly or there is damage to the property, your security deposited will be forfeited. (Please read facility guidelines for additional information).

#### **Floor Plan/Setup**

Events are responsible for event set-up between the months of September and May. All events will be setup by Department Staff between the months of June and August (see attached floor plan for review). The property of the Detroit Recreation Department, including tables, chairs, and utility carts are not allowed on the outside of the building. All equipment must remain inside of the premises. The Department DOES NOT store items, equipment, supplies or rental equipment overnight. **(Please read facility guidelines for additional information).**

Additional Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Brennan Pools Event Space can accommodate up to 200 guests.

The rental cost for the Brennan Pools Event Space is \$450.00 for 4 hours plus 2 hours for set-up and 1 hour clean up. A \$150.00 security deposit (refundable) are required for all events. The security are due upon the signing of agreement. Balance is due 14 days prior to event. Security deposit will be refunded 8 to 10 weeks after the event in the form of check. Check will be payable to the representative listed on the rental agreement.

Included in the rental fee is four (4) hours rental time and two (2) hours set-up time. The set-up time must begin two (2) hours prior to the start of your event. Additional rental time is \$75.00 per hour-if available. No more than two (2) additional hours of set-up time will be approved. Any additional set-up time is \$25 per hour-if available. Please notify the Administrator of any requests for additional time at least 60 days prior to your event.

Event layout must be provided no more than 14 days prior to event. Events at the Brennan Pools must end no later than 10:00 p.m. Reasonable clean up time of one (1) hour after event is granted. Anytime spent after the one (1) hour clean up time will be assessed a fee of \$75.00 per hour. Brennan Pools cannot store items (linen, dishes, tables, chairs, etc.) **NO EXCEPTIONS.**

Event contact of contract is responsible for the cleanup of the entire facility. The facility must be left in the same condition as prior to your event. A site walk through must be completed (inside and outside of facility) with the event contact and a Recreation Department staff person prior to start of event and at the conclusion of the event. Each event is responsible for having table coverings on all tables that are used. Tables must be cleaned and free of debris at the conclusion of the event. All spills must be cleaned. Garbage must be pulled from trash cans and bagged properly for disposal. The Kitchen Prep Area must be cleaned entirely. In the event the facility guidelines are not adhered to, and/or if any damage occurs to and/or around the building, if facility is not properly cleaned, or your event exceeds your scheduled time, the Department may, at its discretion, forfeit any and/or all of your security deposit.

Customers that are requesting to host outdoor wedding ceremonies are required to supply and setup their own equipment. Use of the pool will incur an additional fee.

**NO BARBEQUING, GRILLING OR COOKING OF ANY KIND ALLOWED ON THE DECK! NO EXCEPTIONS!**

Fees should be paid by certified check or money orders, **NO PERSONAL CHECKS ACCEPTED.** The balance on your account must be paid at least 60 days prior to event or event will be canceled. **NO EXCEPTIONS.**

Detroit Recreation Department has the right to cancel 60 days prior to event in case of unforeseen circumstances. Events may also be cancelled if the balance is not paid by the deadline. DPRD also has the right to cancel an event if the rules and guidelines are not adhered. Every customer will receive a copy of the facility guidelines attached to their contract. Cancellations must be in writing and signed by the event contact listed on contract. In case of a cancellation, you have at least (60) days prior to event to receive all refundable monies. If you cancel after the (60) day deadline, **NO REFUNDS WILL BE GRANTED. There will be no transfer of funds to another date or facility. NO EXCEPTIONS.**

Mail your payment to: Detroit Parks & Recreation  
Events and Programming office  
115 Erskine  
Detroit, MI 48207

Payments may be made in person by appointment only:  
Please call: (313) 224-1100 Email: DPRDReservations@detroitmi.gov

Security deposit - payable to: Recreation Activity Fund  
Rental fees - payable to: Treasurer, City of Detroit

**DO NOT WRITE BELOW THIS LINE: ADMINISTRATIVE USE ONLY**

DOES EVENT REQUIRE INSURANCE YES o NO o  
DOES EVENT REQUIRE LIQUOR LICENSE YES o NO o

Rental Cost: \_\_\_\_\_ Programming Fee \_\_\_\_\_ Security Deposit \_\_\_\_\_

Additional Fees \_\_\_\_\_

Please explain \_\_\_\_\_

Balance Due by: \_\_\_\_\_ Total Due: \_\_\_\_\_ \$  
Amount Paid: \_\_\_\_\_ \$  
Amount Due: \_\_\_\_\_ \$

I understand, acknowledge and agree to adhere to the terms, rules and guidelines set forth in this contract and attached facility guidelines issued by the City of Detroit – Recreation Department, Brennan Pool Banquet Facility

Representative \_\_\_\_\_ Dated: \_\_\_\_\_

Administrator \_\_\_\_\_ Dated: \_\_\_\_\_

**Facility Guidelines - Rental Rules**

The following Rules and Guidelines will apply to the rental facilities at Brennan Pools.

Individual(s) and/or organization (s) requesting to use the Brennan Pools facilities must complete and sign a rental agreement. The individual(s) and/or organization(s) will use the facility only for the purpose specified on the rental contract. Detroit Recreation Department Administration must approve all agreements. Property surrounding the rental facility is open to the public and is not a part of the rental agreement, unless duly noted.

The City reserves the right to require individual(s) and/or organization(s) to furnish liability insurance, which would list the City of Detroit as additionally insured.

The City reserves the right to require individual(s) and/or organization(s) to furnish bonded private guards and/or personnel to properly govern the conduct of all persons, and to safeguard the facility's property and guests.

Event contact is responsible for the cleanup of the entire facility. The entire facility must be returned to the City in the same condition prior to your event. A site walk through must be completed (inside and outside of facility) with the event contact and a Detroit Recreation Department staff person prior to start of event and at the conclusion of the event. Each event is responsible for having table coverings. The Kitchen Prep Area must be cleaned entirely. Do not dispose of grease and/or food in any sink or toilet. Tables must be cleaned and free of debris. All garbage must be pulled from trash cans and bagged properly for disposal.

In the event the facility guidelines are not adhered to, and/or if any damage occurs to and/or around the building, if facility is not properly cleaned, or your event exceeds your scheduled time, the Department may at its discretion forfeit any and/or all of your security deposit.

The refundable portion of the deposit will be forfeited if any/or all parts of the rental agreement or guidelines are not adhered to. These fees are in addition to regular costs associated with your signed rental agreement and are due immediately.

Organizations/Representative of fee for entry events are required to secure liability insurance for event, in the amount of One Million Dollars, which is a standard policy. The City of Detroit's Recreation Department must be listed as an insured party. Insurance certificate should be submitted to Administration Office at least 30 days prior to event. If Organization/Representative of contract does not adhere to policy, event will be canceled without refund.

**VENUE RULES**

**NO SMOKING IN BUILDINGS (NO EXCEPTIONS)**  
**CASH BAR PROHIBITED**  
**ADVANCE TICKET SALES ONLY**  
**TICKET SALES ON PARK PROPERTY IS PROHIBITED ("CITY OF DETROIT ORDINANCE # 40-1-24")**  
**NO ONE UNDER THE AGE OF TWENTY-ONE (21) MAY BE SERVED OR SERVE ALCOHOL**  
**NO BARBEQUING, GRILLING OR COOKING OF ANY KIND ALLOWED ON THE DECK! NO EXCEPTIONS!**

**Detroit Recreation Department Management will monitor each event to assure that the representative or organization adheres to the rental agreement and guidelines as it relates to "type of event, alcoholic distribution, and ticket sales"**

All individual(s) organization(s) must adhere to all Federal, State and Local laws relating to the use/serving of alcoholic beverages.

A representative for the individual(s) and/or organization should be on site at the rental facility at least (1) hour prior to starting time. The representative should remain on site for the duration of the event and after all patrons have left the premises.

The renter or signer of the agreement will be held responsible for any damages incurred due to the actions of their guests, or contracted person(s). Responsible party must report any accident, unlawful acts or violations of these rules and conditions to the building management or City representative immediately.

The City or its employees will not assume the responsibility for deliveries or loss of goods, merchandising and/or other articles of value. The City or its employees are not responsible for the loss or theft of any property of the rental group or persons attending the event. All equipment and supplies must be removed immediately after the event has ended. The City or its employees are not responsible for any equipment or supplies left behind. We DO NOT store items, equipment or rental supplies overnight. (NO EXCEPTIONS)

No decorations or signs shall be placed in or on walls and ceilings by nails, tacks, screws, wire or adhesive tape. Hanging of banners, signs, drapes, etc. must be arranged and approved by the Recreation Department designee.

Tables and chairs must remain inside the building. No tape, staples, etc. can be used on the tables and chairs.

The City representative and representative of contract will inspect the rented areas prior to the start of the event and after, for damages. All damages will be charged to the renter or signer of agreement.

Corrective and immediate action will be taken, if found that the representative or organization, or any of its guests are in violation of signed guidelines, at which time the City has the right to cancel and/or discontinue event.

I abide by all rules and guidelines set forth in this documentation.

Signed by: \_\_\_\_\_ Dated: \_\_\_\_\_  
*Rental Event contact*

Signed by: \_\_\_\_\_ Dated: \_\_\_\_\_  
*Recreation Department Representative*

