

NORTHVILLE TOWN SQUARE RENTAL GUIDELINES

The Northville Town Square is managed by the Northville Downtown Development Authority (DDA) and is made available for use in accordance with the guidelines established by the Northville Downtown Development Authority (DDA) Board of Directors and by Northville City Council.

CONDITIONS OF USE:

ALCOHOLIC BEVERAGES: Alcohol is not permitted within Town Square without an approved special liquor license issued through Northville City Hall. A State liquor license is required if alcohol is sold (cash bar) or if there is an admission charge to the activity.

SMOKING: There is no smoking allowed in Town Square at any time.

CHAPERONE: All groups must provide at least one (1) responsible adult chaperone for every 15 minors in attendance.

WHO NEEDS TO SUBMIT A TOWN SQUARE RENTAL AGREEMENT?

Anyone may utilize Town Square for daily activities or small gatherings at no charge and without the need for a reservation. An example would be an acoustic guitar player, or book club gathering. However if a user wishes to have guaranteed exclusive use of Town Square and/or the stage/pavilion, the user must have a completed rental agreement approved and on file with the DDA and must have paid all applicable fees and provided the DDA with the required certificate of insurance and hold harmless agreement. An example would be a special fitness class, office party, or wedding. Public pedestrian access from Mary Alexander Court to Main Street must remain in place.

APPLICANTS MUST AGREE TO THE FOLLOWING:

Orderly Behavior

Financial responsibility for any damages due to renter's use of the premises.

Responsiveness to directives of department personnel.

That the activity is lawful and conforms to the regulations of State and Federal laws, community of Northville, and the Northville Downtown Development Authority.

Tables and chairs located in Town Square are to be used on a first-come, first-serve basis and shall not be reserved for future use. Tables and chairs may be moved briefly but in any event shall be moved back to their normal positions as soon as possible.

Between late May and early October, Town Square may have a platform stage erected under the shelter. The stage area can be rented for private functions that do not unreasonably disrupt or interfere with the general public's use.

Due to the presence of underground heating coils, no heavy equipment or vehicles are permitted on the brick pavers and no stakes may be used to stabilize an erected tent or temporary structure.

Outside equipment such as grills, tents, tables, chairs, etc. are not permitted without prior approval from the DDA or an approved special event application from the City of Northville.

All events in Town Square must end by 11:00 p.m.

The DDA assumes no responsibility, financial or otherwise, for accidents, injuries, or losses sustained by individuals while using the facilities.

Renters selling food must comply with current Wayne County Health Department regulations.

INSURANCE WILL BE REQUIRED FOR THE FOLLOWING RENTALS:

Events open to the public- Weekend shows or special events rented by any person or any group will require a special comprehensive general liability policy in the amount of one million dollars (\$1,000,000), combined single limit, with the Northville Downtown Development Authority and the City of Northville named "Additional Insured: from set-up to take down."

Private Events: Weddings, showers, parties, etc., rented by any person or group will require proof of property liability coverage under the renter's "homeowners" or "renter's insurance" policy.

Rentals for the purpose of providing instruction to the public - Individual(s) or group(s) renting Town Square for the purpose of providing instruction to the public, must provide a certificate of insurance for general liability in the amount of one million dollars (\$1,000,000), with DDA and the City of Northville named "Additional Insured: from set-up to take-down."

A cash bar or if tickets are sold to an event serving alcohol: a State Liquor License is required and a separate Liquor Liability Policy is required in the amount of one million dollars (\$1,000,000), combined single limit, with DDA and the City of Northville named "Additional Insured: from set-up to take-down."

PAYMENT AND REFUNDS:

All renters must pay \$100 for a full day rental, or \$50 for a half day rental. Balance of rent is due thirty (30) days prior to event.

REFUND POLICY: If the renter cancels in excess of 45 days before the scheduled event, then Northville Downtown Development Authority will retain 50% of those funds already paid. Refunds requested received less than 45 days before the scheduled event will not be returned. There will be no exceptions.

** I have read the information and conditions of the Town Square Rental Guidelines, am familiar with the contents and agree to abide by the guidelines. I will not hold the Downtown Development Authority responsible for any injury or illness sustained while participating in activities at the Town Square and/or any affiliated locations. I fully understand that medical insurance is the responsibility of the participants. I, the undersigned, have the authority to sign this agreement for the named individual organization. Failure to abide by rental guidelines will result in termination of contract.

Signature of Renter

Date