

Fox Pointe – Application for Use

Name of Event:

Sponsoring organization/company/individual:

Contact Information

Representative Name:

Address:

City: State: Zip Code:

Phone: Email:

Billing Contact (if different than above):

Are you a 501(c) 3 Tax Exempt Organization? Yes No

(Group may be asked to provide documentation)

Event Information

Date(s) requested:

Event location (check all that apply)

Stage only

Pavilion only

Stage and pavilion

On-site contact name:

Phone:

Number of people expected:

Audience admission/entrance fee:

Event type:

Festival

Company Picnic

Wedding

Reunion

Fundraiser

Concert

Craft Fair

Other (specify) _____

Access to venue requested at: _____ a.m./p.m. on _____ (date)

Event begins at: _____ a.m./p.m. on _____ (date)

Event ends at _____ a.m./p.m. on _____ (date)

*Will you require food and/or non-alcoholic beverage catering for your event? Yes No

*Will you require alcoholic beverage service at your event? Yes No

**NOTE: No outside food or beverages are permitted at Fox Pointe. Applicants must select caterers from a list approved by the Village. The Village will supply alcoholic beverages at approved events.*

Audio/Visual Services

Do you need any audio/visual services? Yes No

Do you need any of the following?

Projection of a video or slide presentation

Microphones

Wireless microphones (please specify handheld or lavalier)

Video screen – (120 inch)

Smart TV

Projector

Laptop (Windows only)

Equipment Rental Fees

Audio/Visual Equipment - \$15 per item

- TV/VCR/DVD
- Overhead Projector
- Podium w/Sound Equipment
- Video Screen
- Microphone/Sound Unit

Audio/Visual Equipment - \$25 per item

- LCD Projector
- Laptop

Pavilion Area

Tables/Chairs

Fox Pointe has the following table sizes and chairs; \$5 charge per table; \$2 per chair. Please specify how many of each table and how many chairs are required.

Number of Tables	Number Requested	Dimensions/Description
10		30-inch x 72-inch folding table; white plastic
10		30-inch x 96-inch folding table; white plastic
10		72-inch round tables; white
20		48-inch round high top tables; walnut finish
30		6-foot long composite picnic tables
5		8-foot long composite picnic tables
100		Contoured folding chairs; white

Pavilion Seating/Setup Arrangement

Please choose the requested arrangement pattern for under the Fox Pointe Pavilion

- **Birthday Style** [Click here for drawing](#)
- **U-Shape Style** [Click here for drawing](#)
- **Seminar Style** [Click here for drawing](#)
- **Classroom Style** [Click here for drawing](#)
- **Theater Style** [Click here for drawing](#)

Notes/Special Requests

Please use the space below to indicate any unique requests or special circumstances associated with your event.



Insurance

Event Applicants are required to obtain liability insurance written in the name of the Village of Lansing as insured, with elected officials, Village employees, and volunteers named as additional insured. Liability coverage must be at least \$2,000,000 per occurrence for personal injury and \$100,000 per occurrence for property damage. The event being covered by the insurance must be named on the insurance certificate.

The Event Applicant will be permitted to hold an event only if approved insurance documents are finalized and provided to the Director of Fox Pointe. Insurance coverage must be on file with the Director of Fox Pointe and the Village Administrator a minimum of 30 days prior to use of Fox Pointe for the event. In certain cases, depending on the event, the Event Applicant may also be required to obtain supplemental insurance coverage.

Contact Information of Insurance Agent: Name/Company _____

Address _____ City _____ State _____ Zip Code _____

Phone _____ Email _____

Rental Fees

Rental Day	Status	Rate
Sunday through Thursday	Resident	\$1,000 per day
Sunday through Thursday	Non-resident	\$1,500 per day
Friday and/or Saturday	Resident	\$1,250 per day
Friday and/or Saturday	Non-resident	\$1,750 per day

Damage Deposit

A separate and refundable Damage Deposit of **\$1,000**, via paper or electronic check, is required upon approval of this Application for Use. This Damage Deposit is separate from the venue rental fees for Fox Pointe referenced above.

Payment Arrangements

Security deposit: Date _____ Amount _____ Check # _____

Rental fee: Date _____ Amount _____ Check # _____

Acceptance of Terms/Signatures

This Application for Use is subject to compliance with the attached Policy for Use of Fox Pointe; all written conditions attached and executed by the Director of Fox Pointe or his designee(s); and all applicable Village ordinances, conditions, and requirements. Event Applicants are required to have read, and by executing this Application for Use attest to have read and become familiar with the contents of, the Policy for Use of Fox Pointe in its entirety.

Signature of Event Applicant or Representative _____ Date _____

Signature of Fox Pointe Director or Village Administrator _____ Date _____

