

# *Neutral Zone*

## **FACILITIES SHORT-TERM USE LICENSE OVERVIEW**

The Neutral Zone is pleased to make this space available to you for your event. It is a community resource and we hope your time at the NZ is enjoyable.

Facilities are available for use throughout the year with the exception of these dates when the building will be closed: New Year’s Eve, New Year’s Day, Martin Luther King Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving (plus the day before and the day after Thanksgiving). Christmas Eve & Day.

Facilities are available for rental Monday- Friday from 8am to 2:00pm, Friday evening from 7pm to 1am, Saturday and Sunday from 8am to 1am from July- August. Facilities are available for other times pending Executive Director approval from July to August.

Contact: (734) 214-9995 or rentals@neutral-zone.org

### **Single-Use Rental Fee Schedule:**

<u>Room</u>	<u>Non-peak</u> Monday- Friday 8am to 2:00pm	<u>Peak</u> Friday after 7pm Saturday and Sunday	<u>Security Deposit</u>	<u>Capacity*</u>
Venue/Cafe	\$75/hr.	\$125/hr.	\$200	400
Upstairs Lounge	\$40/hr.	\$50/hr.	\$150	24
Upstairs Conference Room	\$40/hr.	\$50/hr	\$150	24

Set up time can be arranged at a rate of \$25/hr. Use of the sound system is \$100. Minimum of two hours is required. Payment in full must be received at least one week prior to the event.

**Discounts:** Discounts are available for non-profit 501(c) 3 organizations, schools and Neutral Zone partners.

**Security Deposit:** A security deposit, minimum as specified above, must be made at the time of signing the license application. The deposit will be returned provided all conditions of this agreement have been met and the premises returned to original condition. Any additional time spent in the building beyond the stated agreement will be deducted at the stated rate from the deposit. Reductions for any damages to Neutral Zone property will also be deducted from the deposit. In case of cancellation 30 days prior to the event, the deposit will be refunded in full. Notification of cancellation less than 30 days will result in forfeiture of the security deposit.

\*Seating capacity varied by seating arrangement in the venue and café, the 400 is based on standing capacity. The total capacity of the upstairs may not exceed 38.

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**FACILITIES SHORT-TERM USE LICENSE APPLICATION**

Name of Organization or Group: \_\_\_\_\_

Organization is a Non-Profit 501(c) 3:     Yes                       No

Name of Responsible Person: \_\_\_\_\_

Address: \_\_\_\_\_

Primary Telephone: \_\_\_\_\_

Secondary Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_                       My date is flexible

Time you would first like access to the building: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event Completion Time: \_\_\_\_\_

Time you expect to be done and out of the building\*\*: \_\_\_\_\_

Number of Expected Attendees: \_\_\_\_\_

Do you require tables and chairs? \_\_\_\_\_ If yes, how many? \_\_\_\_\_

What are arrangements for rented equipment if any? \_\_\_\_\_

Provide information on the nature of your group and give a brief descriptions of the event, attach additional pages if necessary:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will you be serving alcohol?

Will you need to use any Neutral Zone tables or chairs?

Will there be event attendees under 21?

Will this event be open to the public?

Will you have performances?

Will admission be charged?

Will you need a microphone, stage lights or other A/V Equipment?



## FACILITIES SHORT-TERM USE LICENSE POLICIES

Neutral Zone use of the facilities shall take precedence over any other use. Non-Neutral Zone events may be scheduled up to one year prior to an event. Use of space is restricted to contracted times and space(s) contracted. Failure to adhere to license policies will result in the loss of security deposit.

**Accessibility:** The Neutral Zone ground floor is wheelchair accessible. On the Fifth Avenue entrance, there is one handicap parking space and an accessible doorway. The upstairs is not wheelchair accessible. Please contact us to make accommodations for your event.

**Alcoholic Beverages:** Alcohol may be served at an event only with the permission of the Neutral Zone Executive Director and/or Board of Directors. Under no circumstances can alcohol be served when there are Neutral Zone teens in the building. Alcohol shall only be served at invitation only or private functions.

**Audio Visual Fees:** The Neutral Zone has an audio system for use that must be operated by our trained sound engineering staff only. The fee for the use of our audio system is \$100. Agreement Signers may provide additional audio-visual equipment.

**Certificate of Insurance:** Neutral Zone requires each individual or group using the facilities to sign our license agreement, including provisions which release the Neutral Zone of all loss or damages on account of injury to the person or property of that person that may be incurred while using our facilities. If the event is catered, the caterer must provide Neutral Zone a copy of their liability coverage certificate.

**Children:** Events involving young people must be adequately supervised by a minimum of one adult for every twenty children. Children are not permitted to roam freely in the building unsupervised.

**Contact Person:** A contact person representing the licensed user must remain at the Neutral Zone for the duration of the rental time or until all of the guests and service providers have left. The Neutral Zone staff will be available in case of emergencies.

**Decorations:** Decorations may be placed during your rental time. It is not permissible to remove any wall hanging from any room in the building. It is also not permissible to move pool tables, sound system, arcade, jute box, or foosball table or computers. Decorative items must be discussed and approved in advanced. No glitter or feathers are allowed.

**Fire Safety:** Fire escape routes are posted in each room. These routes and traffic lanes shall remain open and unimpeded. Fire extinguishers are located around the venue and clearly marked.

**Front and Back Door Access:** The Washington Street door will be unlocked for the duration of your event rental time unless you request it be locked. There is also parking and access on the Fifth Avenue entrance.

**Kitchen Use:** If approved, the use of a kitchen is included in your fee. This includes the use of ovens, sinks and stoves. Due to the lack of space, the use of the refrigerator is not permitted. Any areas used shall be cleaned after completion of the event.

**Lost/Stolen Property:** Neutral Zone is not responsible for any lost or stolen property.

**Parking:** There is one accessible and 4 parking spots available on the premises. For guest parking, there are 2 parking structures within 3 blocks and there is a small drop-off area on the corner of Fifth and Washington.

**Pianos:** The piano in the recording studio can be rented upon approval of Neutral Zone's Music Coordinator. The fee for piano use is \$35. No objects of any kind may be placed on any piano. Guests will be held liable for all damage

to the piano incurred during rental.

**Rentals of Supplies and Additional Equipment:** We realize you may need to rent additional tables, linens, etc. for your event. Where possible, we help you arrange the drop off of materials prior to your event. This must be approved based on space availability. Additional set-up staff charges apply to time spent waiting for rental delivery.

**Repeated or long-term use:** For uses lasting more than one day or on a continual basis, there is a separate agreement. Please contact rentals@neutral-zone.org or 734-214-9995 to discuss.

**Set Up and Clean Up:** Basic set up, moving and removal of fixtures and furniture, including tables and chairs must be done by the licensee. Special set up prior to the event is subject to an additional \$200 service fee if agreed upon. Agreement signers are responsible for the following:

- Set-up and removal of any decorations and table settings;
- Picking up any food that falls on the floor and wiping up any liquid that spills on the floor;
- Removal of all table trash and left-over food and place in the waste baskets;
- Empty all waste baskets and place trash bags in the trash cans located outside the back of the building;

Any damage incurred during the rental or clean up not completed may result in forfeiture of the security deposit.

**Smoking:** There is no smoking anywhere on our property. That includes the parking lot behind the building.

**Staff:** A staff member dedicated to your event is provided in the fee. Should you require additional staff, a fee of \$25/ hour applies.

**Storage:** There is no storage available at Neutral Zone before or after your rental.

**Temperature Control and Thermostats:** Room settings are typically set to approximately 72 degrees during warm weather months and 68 degrees during cold weather months. Doors and/or windows should not be left opened when the heating or cooling system is on. Building users should report any issues related to the heating or cooling of any area of the building to the on-duty staff.

**Termination of Rental Agreements:** At any point during a function, an agent or employee of the Neutral Zone may terminate an event before a scheduled ending time at his or her discretion without rescheduling the event or refunding the rental fee. Possible reasons for termination include: violence, threat of violence, vandalism, drug use, unapproved alcohol use, refusal to comply with any part of the license agreement, violation of any City, State or Federal law.

**Ticketed Events:** Ticketed performances of any kind are prohibited. This includes any event with admission charges. If you would like to inquire about using the space for a performance, please contact our B-Side Promotions program at thebsidevenue@gmail.com.

**Unforeseen Events:** Unforeseen scheduling conflicts may result in your group being assigned to another room (applicable to upstairs use only). On rare occasions, your event may be cancelled due to other Neutral Zone events.

**Weapons:** Firearms, weapons and explosives are prohibited in the building and on the property. This policy applies to any individual present on the Neutral Zone's property, including staff, employees, members, guests and visitors regardless of whether such person has a concealed weapons permit.

# LICENSING THE NEUTRAL ZONE: CHECKLIST

## First Steps:

- Determine availability/ submit initial inquiry
- Facility Use License Application completed and sent to rentals@neutral-zone.org  
Or mailed to: Neutral Zone  
Attn: Lynne Chaimowitz  
310 E Washington St  
Ann Arbor, MI 4814
- Schedule a tour
- Read the rental policies and procedures

## Once you are sure:

- Complete License Agreement & return
- Send in security deposit – check made payable to the “Neutral Zone”

## The week to month before:

- Confirm start/ end times
- Mail in payment in full

## Day of:

- Call or ring door bell when you have arrived
- Enjoy your event!

