



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES
LANSING



DANIEL EICHINGER
DIRECTOR

Detroit Public Schools
Attn. Ms. Karistin Rodgers
Administrative Assistant to
Special Assistant to the Superintendent
3011 West Grand Blvd., Suite 14
Detroit, MI 48226

Dear Ms. Rodgers:

Thank you for choosing to have your event at the Outdoor Adventure Center. We are happy that Detroit Public Schools selected our venue to host its Transformational Leadership: Ethics, Community Collaboration meeting. We will do everything possible to help make it a success.

Please find below the information regarding your event:

Date of Event: Saturday, May 14, 2022

Day of Event Coordinator: Dr. Marie Feagins

Phone: 313-873-3211

Email: Karistin.rodgers@detroitk12.org

Set-up Time: 9:00am – 10:00am

Event Time: 10:00am – 4:00pm

Break-down Time: 4:00pm – 5:00pm

Maximum Guest Count: 35

Style of Room Set-up: Classroom

Catering Company: TBD

A/V Requirements: LCD Projector, screen, podium and mic

OAC Admission: No

Alcohol Fee: No

Rental Fee:

Forest Room \$675 (6 hours @\$112.50 per hour)

Payment Fees:

Your date will not be held until all fees are paid. Fees include room rental, security deposit and if applicable, alcohol and permit fees. If no damage or additional fees are assessed, the full security deposit will be refunded within 4-6 weeks after your event. Make checks payable to: State of Michigan. Mail payments to: 1801 Atwater St., Detroit, MI 48207, attention Jackie Hoskins. We also take cash and all major credit cards, with the exception of American Express.

You will be given 1 hour for set-up and 1 hour for break-down, a total of 2 hours. Any additional time will cost \$100 per hour (max of 2 hours). Additional time added the day of the event is at the regular cost of the room. Set-up the day prior to your event is at the regular cost of the room. Additional time should be submitted at least thirty (30) days prior to the event. Please know that the Outdoor Adventure Center is not responsible for items (decorations, equipment, party rentals, etc.) that are set-up in our meeting rooms/spaces.

Cancellation/Refund Policy

Fifty percent of your rental fee will be refunded up to 3 months prior to your event date. If you cancel within 90 days of your event, you will forfeit your payment. However, you will receive the \$500 security deposit. Fees are non-transferrable.

Food and Beverage

The Outdoor Adventure Center does not offer catering service, however we do have a list of approved catering companies. If you decide to use a vendor who is not on our list, the company you choose must provide a valid ServSafe certification, health department license and certificate of liability insurance (*must state the following: the State of Michigan, Outdoor Adventure Center, its departments, boards, agencies, commissions, officers, and employees are included as additional insureds*). We must have confirmation of these certifications thirty days (30) prior to your event. You are responsible for making sure that all certifications are received by the Outdoor Adventure Center thirty days (30) prior to your event.

There is a \$100 fee for including alcohol service with your event. Your bartenders must show a valid TIPS (Training for Intervention Procedures) certification and driver's license. We must have confirmation of these certifications thirty days (30) prior to your event. Bartender/servers must bring everything they need for bar set-up, including ice.

Organizations that are holding a fundraiser and wish to provide alcohol during their event, must apply for a Special License from the Michigan Department of Licensing and Regulatory Affairs.

Please know that all food and beverages must be consumed and served in the Outdoor Adventure Center event/meeting rooms. They are not permitted in the exhibit areas.

Room Set-up

Please let us know how you would like your event space set-up (does not include outdoor rentals). We offer 60" rounds (8 people per table), 5x2 and 6x2 tables and chairs.

Decorations can't be hung from the ceiling nor attached to the walls. Only Mylar balloons are permitted — no latex/rubber balloons. Glitter/Confetti is not allowed.

All food, beverage services and entertainment must end by 11:00pm. At this time guests must vacate the premises of the Outdoor Adventure Center. All breakdown services must be completed by 12:00am. All equipment/set-ups (catering, decorations, party rentals, etc.) must be picked up the day of the event.

Explore the Outdoor Adventure Center

Your guests may do a self-guided tour of the Outdoor Adventure Center either before or after your event. The cost is \$2 per person to enjoy the exhibits and simulators during regular business hours. This fee will be charged to your invoice. Guests 17 and under, must be accompanied by an adult.

Parking

Parking is available at the Outdoor Adventure Center. Metro Valet Parking is in charge of the black gated lot next to the Outdoor Adventure Center. Charges may occur after 3:00pm on weekdays and 4:00pm on weekends. Please contact Jennifer Van Pelt, Director of Business Strategy at (313)402-3774 for questions regarding parking rates. Your guests may also park at any legal street spaces near our center.

Ms. Rodgers, I look forward to working with you on your event. Once you have read the contract and everything meets your approval, please sign and return it to me at the Outdoor Adventure Center. The contract and total amount of \$1,175 (\$675 room rental fee and \$500 security deposit) is due no later than Thursday, April 7, 2022.

Client/Authorized Representative

Jackie Hoskins
Outdoor Adventure Center Representative
Jackie Hoskins

Date

Date

5/12/22

April 7, 2022