



CITY OF BELLEVILLE VICTORY STATION RENTAL FORM

RENTAL RATES:

City Residents: \$225 / 3 hours
Non-City Residents: \$275 / 3 hours
Additional Hours: \$50 / hour
Security Deposit: \$200

RENTER INFORMATION

Renter's Name	
Address	
Phone #	
Email Address	

EVENT INFORMATION

Event Date	
Event Type (party, baby shower, etc.)	
Event Start Time	
Event End Time	
Total # of Hours Needed	

Applicant Signature

Date



Victory Station Rental Deposit Form

Victory Station Rental

Deposit Form

As a condition of renting Victory Station, I agree to provide a **\$200 security deposit** to the City of Belleville. Deposits may be paid by **check or credit/debit card only**. Cash deposits are not accepted.

Please select one:

- ☐ **Check**
☐ **Credit/Debit Card**
-

If Paying by Check

Check Number: _____

Bank Name: _____

Name on Check: _____

Phone Number: _____

If Paying by Credit/Debit Card

Card Type (Visa, Mastercard, etc.): _____

Name on Card: _____

Card Number: _____

Expiration Date: _____ Security Code: _____

Billing ZIP Code: _____

The City of Belleville will not process your deposit payment unless there are damages to the property during the rental period, unpaid fees, or violations of the rental agreement requiring financial reimbursement.

Should the need arise to cover damages or other costs, the city will notify you of the estimated amount prior to processing payment whenever practicable.

After your rental and inspection of the facility, this deposit form and any payment information provided will be securely destroyed or returned upon request.

If charges must be processed to a credit/debit card, you agree to pay an additional credit card service fee equal to 3% of the amount charged.

I agree to the financial terms and conditions related to renting Victory Station in the City of Belleville.

_____	_____	_____
Signature	Printed Name	Date



CITY OF BELLEVILLE
Victory Station
Facility Use Rules & Regulations

Victory Station is a municipal facility intended for community use. To ensure the building remains clean, safe, and in good condition for all renters, the following rules and regulations must be strictly observed.

1. Smoking Prohibited

Smoking is strictly prohibited inside the facility at all times.

2. Alcohol Prohibited

Alcoholic beverages are not permitted on the premises.

3. No Grilling or Open Flames

Grilling of any kind (indoors or outdoors) is strictly prohibited. This includes charcoal, propane, electric grills, smokers, or any open-flame cooking devices.

4. Trash Removal

All trash generated during the event must be collected and removed from the premises upon departure. No garbage may be left inside or outside of the facility.

5. Condition of Facility

The facility must be left in the same condition in which it was found. There must be no signs of damage upon departure.

6. No Wall Attachments

Nothing may be affixed to walls, ceilings, doors, windows, or fixtures. This includes tape, thumbtacks, nails, staples, adhesives, or any similar materials.

7. No Exterior Signage

Signage, decorations, banners, or displays are not permitted outside of the building.

8. Kitchen Clean-Out

The refrigerator and all cupboards must be emptied of all food, beverages, and personal items prior to departure.

9. Tables and Chairs

All tables and chairs must be folded and neatly stacked against the wall before leaving the facility.

Compliance & Enforcement

Failure to comply with these rules and regulations may result in forfeiture of the security deposit and/or denial of future rental privileges. The City of Belleville reserves the right to assess additional charges for damages or excessive cleaning if necessary.

Renter Acknowledgment

I acknowledge that I have received, read, and understand the Victory Station Facility Use Rules & Regulations. I agree to comply with all stated requirements and understand that failure to do so may result in forfeiture of my deposit and/or denial of future rental privileges.

Event Date: _____

Renter Name (Printed): _____

Signature: _____

Date: _____

Phone Number: _____

City of Belleville

330 Charles St.

Belleville, MI 48111

(734) 697-9323 clerk@belleville.mi.us

Victory Station Rental Cancellation Policy

City of Belleville – Victory Station Rental Facility

This Cancellation Policy applies to all reservations and rentals of Victory Station.

1. Reservation Deposits & Payments

- A signed rental agreement and required deposit/payment must be received in order to secure a reservation date.
- Rental dates are not considered confirmed until all required documentation and payments have been submitted and approved.

2. Cancellation by Renter

- Cancellations made **30 days or more** prior to the scheduled event date shall receive a full refund of all payments made, excluding any non-refundable application or processing fees.
- Cancellations made **15–29 days** prior to the scheduled event date shall receive a **50% refund** of rental fees paid.
- Cancellations made **14 days or fewer** prior to the scheduled event date shall not be eligible for a refund.
- Refunds, when applicable, will be processed within a reasonable timeframe following approval by the City.

3. Security Deposits

- Security deposits are refundable following the event, provided:
 - No damages occurred to the facility or property;
 - All rental rules and cleanup requirements were followed; and
 - No additional fees were incurred.
- Security deposits may be withheld in full or in part for damages, excessive cleaning, overtime use, or violations of facility rules.

4. Rescheduling Requests

- Requests to reschedule an event must be submitted in writing.

- Rescheduling is subject to facility availability and approval by the City.
- Approved rescheduled events may have fees transferred to a new date one time only, provided the request is made at least 14 days before the original event date.

5. Cancellation by the City

The City reserves the right to cancel or deny a reservation due to:

- Failure to comply with facility policies or payment requirements;
- Unsafe conditions or emergency situations;
- Necessary municipal use of the facility; or
- Misrepresentation of the event or violation of applicable laws or ordinances.

In the event the City cancels a reservation for reasons not caused by the renter, all rental fees paid shall be refunded.

6. No-Show Events

Failure to appear for a scheduled rental without prior notice shall be considered a cancellation without refund.

7. Force Majeure

The City shall not be held responsible for cancellations or interruptions caused by events beyond its control, including but not limited to severe weather, utility failures, public emergencies, or acts of God. Refund determinations in such situations shall be made at the discretion of the City.

8. Acknowledgement

By signing the rental agreement, the renter acknowledges that they have read, understood, and agree to abide by this Cancellation Policy.

Name (Printed)

Signature

Date

Victory Station Cancellation Policy
MUST BE COMPLETED PRIOR TO RENTAL

Last revised 5/13/26
1 Copy to Renter
1 Copy for City Records



CITY OF BELLEVILLE

Victory Station

AFTER-HOURS CONTACT LIST

During office hours

8 am – 4 pm, Mon – Fri

Contact the Clerk's office at:
(734) 697-9323 ext. 7010 or 7038

After office hours

4 pm – 8 am, Mon – Fri

All day Sat & Sun

After hours (4 p.m. onward), please contact our non-emergency dispatch line at:
(734) 699-9323

For emergencies:

For police and fire services in the event of an emergency, please dial
9-1-1

City of Belleville
330 Charles St.
Belleville, MI 48111

(734) 697-9323
clerk@belleville.mi.us

Victory Station
7 Main St.
Belleville, MI 48111