

BARK RIVER SENIOR CENTER
FULL FACILITY RENTAL AGREEMENT

4283 D. RD
BARK RIVER, MI 49807
PHONE: (906) 466-2331 | EMAIL: barkrivermanager@gmail.com

RENTER INFORMATION

(If renting on behalf of an organization, please put both the name of organization and point person/contact information.)

RENTER(S): _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

The above renter(s) shall be referred to collectively hereinafter as Renter(s) and are responsible for the obligations contained in this Agreement.

GENERAL RENTAL INFORMATION

VENUE: FULL FACILITY

DATE OF EVENT: _____ TYPE OF EVENT: _____

RENTER(S) INTEND TO SERVE ALCOHOL? ☐ YES ☐ NO

RENTAL RATES AND FEES

The Renter(s) agree to pay the following rental rates and fees:

SECURITY DEPOSIT: \$250

☐ PAID SEC. DEP.

Date: _____

A security deposit is required at time of signing agreement in order to successfully reserve the venue. In the event a cancellation is made by the Renter(s) after the contract is signed and monies paid, the \$250 security deposit will not be refunded. Persons may appeal at a regular Township Board Meeting to show cause for special circumstances. **Security deposit is refundable if no damage occurs and there is no cancellation. If guests or wedding party stands/dances on tables, the security deposit will not be returned.**

RENTAL FEE: \$1,700

All monies must be made payable to Bark River Township and paid no later than 30 days prior to the event date. Payment can be made by check or cash; Leaser does not accept debit or credit cards. If Renter(s) does not intend on serving alcohol, \$150 will be deducted from the rental fee for the cost of security guard. If Renter(s) resides in Bark River Township, \$100 will be deducted from the rental fee. If Renter(s) fail to pay the Balance Due on or before the due date, the reservation will be deemed canceled and forfeited pursuant to Section 13 hereinbelow without further notice.

TOTAL BALANCE DUE:

\$_____ by _____ Renter Initials _____

☐ PAID IN FULL

Date: _____

RENTAL REGULATIONS

1. A definition of leased premises is as follows: "Premises is defined as part of the facility, property, or land used by the Renter(s) and his employees, guests, or patrons, including but not limited to the leased hall, room, grounds or area, parking lots, restrooms and entrance ways including stairs or ramps."
2. This agreement entered into on the date in which both the Renter and the Bark River Township Building Manager has signed entitles the Renter(s) to the use of the hall for the exclusive purpose mentioned above. The Renter(s) shall not use the premises for any purpose in violation of federal, state, or municipal statute, ordinance regulation, order, or directive.
3. Renter(s) hereby assumes all risk for injuries or property damage sustained as a result of Renter's use of the hall and Renter(s) shall indemnify and save Bark River Township harmless from any liability, damage, cost, council fees, and expenses Bark River Township may suffer as a result of claims, demands or judgment against Bark River Township for or arising out of renter's use of the premises, or the use of premises by others with the Renter(s) permission during the period stated above, whether caused by Bark River Township, it's employees, contractors, employees, by Renter(s), or otherwise.
4. **DAMAGE LIABILITY BEYOND SECURITY DEPOSIT-** The Renter(s) is responsible for any damage to the property beyond normal wear and tear. A security deposit of \$250 will be held to cover such damages. If the cost of repair or replacement exceeds the \$250 deposit, the Renter(s) agrees to pay the remaining balance within 30 days of receiving an itemized invoice from Leaser.

5. **ALCOHOLIC BEVERAGES-** Renter(s) is responsible for assuring that all Michigan Liquor Laws are strictly complied with during the event. This includes having a liquor license when SELLING alcohol (liquor license does not apply to parties serving alcohol at no cost). Leaser requires an approved bartending service. **No later than 30 days prior to the event date, Renter(s) must supply Bark River Township with a copy of liability insurance for the day(s) of rental if serving alcohol.** This can normally be acquired through your homeowner policy for a nominal fee.

All ice, tubs, and related hardware must be supplied by the Renter(s). Bark River Township supplies a small chest freezer and refrigerator for kegs, along with a security guard (see section 6). All alcoholic beverages and equipment must be vacated by the day after event date.

6. **SECURITY GUARD-** Included in the rental fee, Bark River Township will provide a security guard for events serving alcohol. A security guard will be in the building from 8:00 pm on, and will lock up the building following the event.
7. **SMOKE FREE BUILDING-** This building is a SMOKE FREE building and it is the responsibility of the Renter(s) to inform anyone smoking in the building, INCLUDING THE ENTRANCE, that smoking inside is not permissible. Smoking is permitted outside only.
8. **DECORATIONS-** No tape, tacks, nails, etc. are permitted on the walls, ceilings or tables. No confetti or confetti poppers are allowed. Smoke machines, sparklers, indoor fireworks, pyro spark machines, etc. are prohibited. Fire exits must not be blocked and have a clear exit path leading to them. There are (4) stages each measuring 97.25" in width and 113" in depth. They can be relocated by Leaser, however, they cannot be removed completely from the event hall and are required to be part of the set up.

- 9. SET-UP OF TABLES/CHAIRS-** The Renter is responsible for assembling and laying the tables/chairs out as preferred. They cannot be dragged across the floor and must be moved by the tool provided and/or carried by two or more people. The Senior Center can accommodate up to 500 people.
- 10. TAKE DOWN OF TABLES/CHAIRS-** Renter is responsible for the disassembly of chairs and putting on chair carts. Tables do not need to be disassembled, however they do need to all be moved to one half of the room. A tool to assist with moving tables will be provided, as to not scuff the floors and/or damage tables.
- 11. KITCHEN USE-** Kitchen will be available to caterers. A complete inventory will be taken before and after use by Renter(s) or caterer and any losses will become the direct responsibility of the undersigned. Kitchen and related equipment must be thoroughly cleaned after use by Renter(s) and/or caterer.
- 12. HOURS OF USAGE-** All functions shall have access to the premises depending upon availability two day(s) prior to event date, but no later than 8:00 am of reserved date. The event shall conclude by midnight, and vendors shall vacate by 12:30 am the following morning. If the building is not vacated by 12:30 am (this includes DJ's), there will be an overage fee of \$50 per 30 minutes after, and will be deducted from the refundable security deposit. The hall will be available for the full day following the event, in order for Renter to take down their decorations.
- 13. OPENING AND LOCKING BUILDING-** Renter(s) will use a code to enter the building via keypad lock. The code will be active for the weekend of the event only, and will be provided closer to the event. Renter(s) is responsible for unlocking and locking the front doors and any fire doors on the day prior to event, day of event, and day after event. Directions for unlocking door bars will be provided closer to the event and are also included on our webpage. Renter(s) is responsible for sharing their entry code with those of their party and vendors needing entry to the building.
- 14. CLEAN UP-** All decorations, table coverings, dinnerware, beverage cups, ice tubs, and related hardware must be cleared by Renter(s) and disposed of in the proper containers supplied by Bark River Township. All bags of garbage are to be disposed of in the dumpsters provided outside. All cleaning of tables, chairs, restrooms and floors, will be the responsibility of Bark River Township. **Kitchen Clean up** see Kitchen Use above in item 11.
- 15. CANCELLATIONS-** All cancellations must be made in writing and delivered to Bark River Township at least thirty (30) calendar days prior to the Event Date above. In the event of cancellation, security deposit will not be refunded. Renter(s) is responsible for payment in full if the event is canceled within 30 days or less of the Event Date. Renter(s) recognize that the foregoing cancellation policy is not intended to be punitive, but, reflect Bark River Township foregoing actual or potential business opportunities in reserving the venue for Renter(s) and diminished ability to rent the venue within 30 days or less prior to an event date.

RENTER'S SIGNATURE: _____ DATE: _____

BR TOWNSHIP BUILDING
MANAGER SIGNATURE: _____ DATE: _____