



Community Center

421 Columbus, Grand Haven, MI 49417
(616) 842-2550

RENTAL INQUIRY/RESERVATION AGREEMENT

Inquiry Date _____

Agreement Date _____

Name/Organization _____

Address _____ City/State/Zip _____

Phone (____) _____ Email _____

Fax (____) _____

Day/Date of Event _____ Time of Event _____

Type of Event _____ Number Attending _____

Will Alcohol be Served? Yes _____ No _____

Room Requested: _____ Full Ballroom _____ Section(s) of Ballroom _____ Woodbine _____ Suite

_____ Atrium _____ Acacia Auditorium _____ Stage only _____ Escanaba _____ Raritan

Room Charge: \$ _____ Amenities Charge: \$ _____ Total Due: \$ _____
(from worksheet)

Set Up Required:

_____ Rounds of 8 _____ 6' Rectangle _____ U-Shape _____ Theater _____ Square _____ Classroom

Additional Set Up: _____

****Inquiry DOES NOT confirm date. Event will only be confirmed when payment is received.****

For Office Use Only		
Amount Paid: _____	Date Paid: _____	Caterer: _____
Balance Due: _____	Date Paid: _____	Beverage Service: _____

Liability/Damage

1. The Community Center reserves the right to inspect and control all functions. Liability for and damage to the premises will be the responsibility of and charged to the sponsoring person or organization. The party in charge of the function is responsible for the conduct of all attendees.
2. The Community Center will not assume responsibility for the damage or loss of any merchandise or articles left in the facility prior to or following the scheduled event. Arrangements for the security of exhibits, merchandise or articles set up for display can be made prior to the event.
3. The Community Center requires a property damage deposit for various functions. The damage deposit is totally unrelated to the security deposit required to reserve the event space. Pending the result of a full inspection of the Community Center by the Community Affairs Manager following the event, all or a portion of the deposit will be returned.
4. The renter agrees to indemnify and hold harmless the Community Center, its agents, and employees from and against all claims, damages, losses, and expenses including attorney fees arising out of, or resulting from claims from the leasing of the Community Center.

Act of God

If, for any reason, an unforeseen event occurs, including but not limited to: fire, casualty, labor strike or any other unforeseen occurrence which renders impossible the fulfilling of any term of this lease agreement, the renter shall have no right to claim for damages against the Community Center.

With your deposit and signature, you contract the Community Center’s staff and facility and agree to adhere to all of the specified contract information.

This is an agreement between the “renter” and the Grand Haven Community Center.

I (renter) have read and received a copy of all of the Rental Guidelines (pgs. 1-4) and clearly understand what my responsibilities and duties are. I (renter) assume responsibility for proper payment of all charges outlined above and agree to pay in full. If any additional costs are incurred during the time of event, the Grand Haven Community Center will bill for those services and/or items.

Renter/Organization _____
(Print name of Renter)

Renter/Organization _____ Date _____
(Signature of Renter)

Address/City/State/Zip _____

Community Affairs Manager _____ Date _____
(Signature of CAM)

RENTAL GUIDELINES

General

1. **All events must conclude and the building vacated by 12:00 a.m.** or a penalty of \$200.00 will be imposed.
2. The Community Center must be left in the same order as it is found. Tables must be cleared of everything, kitchen must be cleaned and all decorations removed. Anything not cleared/cleaned will be assessed a cleaning fee of \$100.00 and will be deducted from deposit.
3. For Saturday or Sunday functions that require extensive set up, such as weddings or special events, the Community Center will open at 8:30 a.m.
4. Anyone needing access to the Community Center Mackinaw Ballroom or meeting rooms for set up prior to an event may have access to the room one hour prior to the start of the event and no earlier than 7:00 a.m. the day of the event.
5. Smoking is prohibited throughout the Community Center. Please inform your guests prior to their arrival.
6. No alcoholic beverages are allowed outside the Community Center. *Sec 5.4, Grand Haven Code of Ordinance.*
7. The leasing individual, group or organization agrees to abide by all applicable laws, rules and regulations.
8. The Community Center may not be used for discriminatory practices prescribed by Federal, State and City law, ordinance, rule or regulation.

Reservations & Amenity Rentals

1. Reservations can be made through the Community Center office. Office hours are Monday – Friday from 8:00 a.m. – 5:00 p.m. Appointments are advised for planning and scheduling of events.
2. **Any event will not be considered a booked event until payment is received.**
3. The Community Center has audiovisual equipment, staging, linens and many other special amenities available for an additional charge. Please consult with staff for a complete list.
4. Arrangements for services and amenities must be finalized and paid for at least 2 weeks prior to scheduled event.
5. Anyone renting the a/v equipment must supply their own operator/technician and laptop.
6. Functions extending past the 8 hour limit are subject to an additional charge per hour.
7. Dancing is not allowed on the carpet in the Mackinaw Ballroom. The Community Center has a portable dance floor available to rent for \$100.00. All events held in the Mackinaw Ballroom where music is provided must use the dance floor. Wedding reception fee includes the dance floor.

Payment & Deposit

1. The Community Center only accepts cash and checks for payment. Debit cards and credit cards are not accepted.
2. A deposit of one-half of the rental fee is required at the time the event is scheduled. **The balance is due 30 days prior to the event.**
3. **A \$200.00 refundable damage/security deposit is required.** Following the event, if the rental space is left in satisfactory condition, all charges have been paid in full and the event is out by midnight – the security deposit will be returned.
4. Additional charges that are incurred during the event must be paid within five (5) days following the event.

Cancellations

1. Deposits will be fully refunded if the cancellation occurs 90 days or more prior to the event AND the room can be reserved with another comparable event, except in the case of a wedding. Deposit will not be returned or refunded until another event is scheduled.
2. Events cancelled from 89-31 days before the date of the event will forfeit 50% of the deposit except for wedding receptions, which will forfeit the full deposit.
3. All events cancelled within 30 days of the event will forfeit the full deposit.

Food & Alcohol

1. A **licensed and insured caterer is required** for all wedding receptions and large events where food is served.
2. Caterers are charged a \$200.00 fee to use the facility. This fee must be paid, by the caterer, **before** the event. If they fail to pay the fee, they will not be allowed to use the Community Center.
3. Banquets cannot set up food lines in the Atrium.
4. A **licensed and insured beverage service is required to dispense any alcoholic beverage.**
5. Beverage services are charged a \$100.00 fee to use the facility. This fee must be paid, by the beverage service, **before** the event. If they fail to pay the fee, they will not be allowed to use the Community Center.
6. There is a \$100.00 service fee for all events, excluding wedding receptions, where alcohol is served. This fee is paid by the party scheduling the event.
7. Due to changes by the State of Michigan Liquor Control Commission, **cash bars are prohibited.**
8. No alcoholic beverages are allowed outside the Community Center. *Sec 5.4, Grand Haven Code of Ordinance.* Violators will be ticketed.
9. Alcoholic beverages not dispensed by a licensed and insured beverage service will be confiscated and discarded.
10. Beverage service **MUST** end one-half hour before the end of the scheduled event.

Kitchen

1. The kitchen must be cleaned and left in the same manner as it was when rented.
2. Community Center place settings - The renter is responsible to see that the caterer scrapes and rinses all dishes after use and stacks them in the kitchen on the counter. Silverware must be placed in bus tub(s) filled with hot water and left on the counter. City staff will run the sanitizer and will be responsible for putting all dishes and silverware away.
3. If the above conditions are not met, the renter may forfeit the \$200.00 security/damage deposit.
4. A penalty fee of \$25.00 will be applied to each piece of missing kitchenware.

Decorations

1. Items are not to be taped or tacked on walls, ceilings or surfaces in any of the Community Center rooms or lobby.
2. Confetti and glitter are not allowed.
3. Candles are required to have glass shields or hurricane lamps. No open flames are allowed.

Art Exhibits

1. The Community Center welcomes individuals, organizations and schools to display their art, however, the artist is responsible for the handling and hanging of the art.
2. The Community Center is not liable for theft or damage.
3. The Community Center is a family oriented facility which attracts all age groups. If a piece of art is of questionable nature, the Community Center Board will determine if it can remain a part of the show.
4. The Community Center will receive 10% from the total sale of art or pottery.

Special Needs

1. A special hearing inductor loop is built into the Mackinaw Ballroom and Acacia Auditorium.
2. A family restroom is available in the lower level of the Community Center.

Tax Exemption

1. At the time of the reservation, a tax-exempt certificate from the State of Michigan must be submitted in order to receive the 501©3 non-profit rate.