

Central Park Place
RESERVATION AGREEMENT

421 Columbus, Grand Haven, MI 49417
centralparkplacegh@grandhaven.org

(616)842-2550

Agreement Date:

Name of Responsible Party:

Name of Event/Organization:

Guest Count:

Contact Email/Phone Number:

Four Hour Rental

Rental Day/Date:

Eight Hour Rental

Rental Time:

Event Start Time:

Event End Time:

Type of event:

Will your event include?
(Select all that apply)

Room Requested

Alcohol

Kitchen Use

Food

Dancing

Caterer

Music

Set Up Required:

Caterer Contact Information:

Additional Set Up Notes:

Beverage Service Contact Information:

For Office Use Only

For Office Use Only

Rental Fee:

Amenities:

Alcohol:

Damage Deposit Fee:

Payment/Date: \$

Payment/Date: \$

Total Rec'd: \$

Liability/Damage

1. Central Park Place (CPP) 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. Central Park Place 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. Central Park Place requires a property damage deposit for events. The damage deposit is totally unrelated to the fee required to reserve the event space. Pending the result of a full inspection of the facility by City Staff following the event, all or a portion of the deposit will be returned.
4. The renter agrees to indemnify and hold harmless the CPP, 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 facility.

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 Central Park Place.

With your full payment and signature, you contract with the Central Park Place staff and facility and agree to adhere to all of the specified contract information. **Please submit damage deposit, dated the day of your event.**

This is an agreement between the “renter” and Central Park Place.

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, Central Park Place will bill for those services and/or items.

Renter/Organization (Print name of Renter)

Renter/Organization Date

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 facility must be left in the same condition as it is rented. 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 facility will open at 8:30 a.m.
4. **Events that have more than 100 guests will be required to have an on-site supervisor at \$25 per hour.**

5. Smoking is prohibited throughout the facility and within 25 feet of any entrance. Vaping indoors is also prohibited.
6. Alcoholic beverages are allowed on the front patio only. 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 facility may not be used for discriminatory practices according to any Federal, State or City law, ordinance, rules or regulations.

Reservations & Amenity Rentals

1. An event will not be considered a booked event **until full payment is received**.
2. The facility has audiovisual equipment, staging and many other special amenities available for an additional charge. Please consult with staff for a complete list.
3. Arrangements for services and amenities must be finalized and paid for **30 days prior to event**.
4. Anyone renting the A/V equipment must supply their own operator/technician and laptop.
5. Functions extending past their hourly limit are subject to an additional per hour charge (see fee schedule).
6. Dancing is not allowed on the carpet in the Mackinaw Ballroom. The facility 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 rental fee includes the dance floor.
7. No drinks are allowed to be consumed on the dance floor.

Payment & Deposit

1. We accept cash, check and on-line payments. Debit and Credit Card payments include a 3% fee, when paying online, email a copy of the receipt to cseise@grandhaven.org
<https://client.pointandpay.net/web/CityofGrandHavenMI>.
Full payment is due, along with the contract and damage deposit in order to secure your rental.
2. **A separate refundable damage/security deposit is required, \$100 for events w/out alcohol, \$200 for events w/ alcohol and \$500 for receptions. 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 the agreed upon rental time, the security deposit will be refunded.**
3. Additional charges that are incurred during the event will be deducted from the damage deposit.

Cancellations

1. Rental Fees 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. Rental Fees will not be returned or refunded until another event is scheduled.
2. Events canceled from 89-31 days before the date of the event will forfeit 50% of the rental fees except for wedding receptions, which will forfeit the full rental fee.
3. All events canceled within 30 days of the event will forfeit the full rental fee.

Food & Alcohol

1. A licensed and insured caterer is **required** for all events open to the public.
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 facility.
3. Beverage service companies are charged a \$100 use fee. This fee must be paid before the event begins.
4. Beverage service companies must provide a copy of the beverage service license and liability insurance for the event.
5. An **additional** \$100.00 service fee is charged to the renter for all events (excluding wedding receptions) where alcohol is served. This fee is paid by the renter of the facility.
6. Per State of Michigan Liquor Control Commission, cash bars are prohibited. All events open to the public require a licensed/insured beverage service company with TIPS Certified Bar Tenders.
7. Beverage service must end 45 minutes before the end of the scheduled event.

Kitchen

1. All kitchen appliances, surfaces, and any equipment utilized **must** be cleaned and left in the same manner as it was when rented.
2. The renter is responsible to see that the caterer **scrapes, rinses and soaks** all dishes rented from the facility after use and stack them in the kitchen on the counter. Silverware must be placed in bus tub(s) filled with **hot soapy water** and left on the counter. *Staff will run the sanitizer and be responsible for putting all dishes and silverware away.*
3. Facility staff are not responsible for clearing dishes or catered food, this is the responsibility of the renter.
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 any painted surfaces in any rooms or lobby. Nothing is allowed to be hung from the ceilings.
2. Confetti and glitter are **not** allowed.
3. When taping tablecloths, please remove all tape. IF using glue guns, tables must be covered.
4. Candles must have glass shields or hurricane lamps. No open flames are allowed.

Art Exhibits

1. We welcomes individuals, organizations and schools to display their art; however, **the artist** is responsible for the handling and hanging of the art.
2. Neither the staff, city or facility are liable for theft or damage.
3. The facility is a family oriented facility which attracts all age groups. If a piece of art is of questionable nature, the Central Park Place Board will determine if it can remain as part of the show.
4. The facility will receive 10% from the total sale of all art.

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 facility.

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.