



Rental Agreement for:

William and Mable Porteous Depot

200 N. Chestnut St., PO Box 27 Reed City, MI 49677

Telephone (231)832-5431

EVENT: _____

EVENT DATE: _____

TIME: From: _____ To: _____

Please include time for set up and clean up in the requested times.

ORGANIZATION/INDIVIDUALS: "CLIENT(S)": _____

ADDRESS: _____

CITY & ZIP CODE: _____

RESPONSIBLE PARTY: _____

TELEPHONE # (1) _____ (2) _____

E-MAIL: _____

This Agreement entered into between the Reed City Area Chamber of Commerce, hereinafter referred to as Chamber and the "CLIENT(S)" for the rental of William and Mable Porteous Depot.

TERMS AND CONDITIONS

PAYMENT AGREEMENT: A deposit fee in the amount of \$50 will be required to reserve the date. (Payable by check, cash or money order) Remaining balance due prior to the event date.

Remit payment to Reed City Area chamber of Commerce, PO Box 27 Reed City, MI 49677

Meeting Room Rates: (Please circle)

1 hr \$35 2 hrs \$50 3 hrs \$ 60 4 hrs \$80 5 hrs \$100 6hrs \$ 120

\$20 per addition hour after 6hrs with a maximum full day rental of \$175

Outside Pavilion: \$50/per day

Total Hours: _____ Cost _____

CANCELLATION – Payment of the deposit fee is acknowledged by the parties hereto, with the understanding, that said deposit fee is not refundable if cancelled within 48 hours of the event.

To be filled out by Reed City Area Chamber of Commerce:

Amount Paid: _____ Date Paid: _____ Remaining Amount Due: _____ Paid in Full

Key Rec'd: _____ Date: _____ Key Returned: _____ Date: _____

Please read and sign below:

FOOD AND BEVERAGE – The CHAMBER shall have no liability for the food and beverages served on the premises and shall have no liability for any injury or damage which anyone should suffer on the premises. The CHAMBER is held harmless from any liability for food and or beverage which is consumed at or after the event and for any injury or liability as the result of this agreement and/or resulting from any activity on the premises.

***NO RED, PURPLE, PINK OR ORANGE DRINKS ALLOWED WITHIN THE DEPOT BUILDING.**

SMOKING – Smoking is prohibited in the premises **“A NO SMOKING POLICY”** will be enforced. Smoking is permitted ONLY outside the building in designated smoking areas.

CATERING SERVICES – The CHAMBER does not have in house catering. Clients are welcome to bring any caterers of their choice.

SECURITY – The CHAMBER shall not assume responsibility for damages, lost merchandise, or equipment brought into the premises.

DISPLAYS, DECORATIONS & FOOD – The Meeting room will be open for the Client’s caterers, decorating, set-up, and food delivery, as required before the beginning of the event. The CHAMBER will not be responsible for the receiving of cakes, food, etc. into the premises. Client agrees to be responsible for any damages to any part of the building, by the Client, Client’s guests, invitees, employees, coordinators, independent contractors, or other agents.

The CHAMBER does not allow the affixing of anything on the walls, floors, and ceiling of rooms or items on furniture, with nails, staples, tape or any other article, unless approved in writing by the CHAMBER. The cost to repair any damage shall be billed to the Client.

CLEANING – Cleaning and removal of any leftover food, trash, etc from the premises is to be done by Client. The area is to be cleared and cleaned by Client. Trash cans and bags will be provided by the CHAMBER for the disposal of trash.

DO NOT DRIVE ON BRICKS! You may pull on the paved trail for loading/unloading.

PLEASE ADVISE GUESTS OF THESE RULES.

This agreement contains all the representation of the parties contained hereof and made a part hereto. There are no other agreements either written or verbal to countermand that which is hereof and which is herein above stated.

Client Approval: _____ **Dated:** _____

Notes: