



HUGH EVENT CENTER MEETING/SMALL EVENT RENTAL AGREEMENT Monday, Tuesday, Wednesday & Thursday

This Application form and rental fee must be provided to the City of Corunna to guarantee your reservation. Any reservation without this application and paid rental fee is subject to cancellation without notice.

CONTACT INFORMATION			
Primary Contact Person _____			
Organization Name _____			
Mailing Address _____			
City _____		State _____	Zip _____
Phone _____		Email _____	
EVENT INFORMATION			
Description _____		Estimated Attendance _____	
Date _____			
Meeting	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Small Event (50 people or less)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Time Slot	<input type="checkbox"/> 6:30am-11:30am	<input type="checkbox"/> 11:30am-4:30pm	<input type="checkbox"/> 4:30pm-10:00pm
Level	<input type="checkbox"/> Upper	<input type="checkbox"/> Lower	<input type="checkbox"/> Both
MEETING/SMALL EVENT (Monday-Thursday) FEE SCHEDULE			
Level	Single Time Slot	Double Time Slot	All Day
<input type="checkbox"/> Upper Level	<input type="checkbox"/> \$200.00	<input type="checkbox"/> \$275.00	<input type="checkbox"/> \$350.00
<input type="checkbox"/> Lower Level	<input type="checkbox"/> \$150.00	<input type="checkbox"/> \$225.00	<input type="checkbox"/> \$300.00
<input type="checkbox"/> Both Levels	<input type="checkbox"/> \$300.00	<input type="checkbox"/> \$375.00	<input type="checkbox"/> \$450.00
<input type="checkbox"/> Deposit/Key/Damages	<input type="checkbox"/> \$100.00	<input type="checkbox"/> \$100.00	<input type="checkbox"/> \$100.00
TOTALS			

OCCUPANCY IS APPROXIMATELY 350 PEOPLE IN THE UPPER LEVEL
AND APPROXIMATELY 150 PEOPLE IN THE LOWER LEVEL

The key to the Hugh Event Center must be picked up at Corunna City Hall on the Thursday immediately prior to your rental, during regular office hours, 8:00 a.m. – 5:00 p.m. Please return key to City Hall on the next business day after your rental. Failure to return key on the next business day may result in loss of deposit or fine.

Persons in your party are expected to arrive and leave the building at the times noted on this contract. The rental party is confined to the rental area.

Every attempt will be made to have the building cleaned and the restroom stocked. If there is a problem, please contact Corunna City Hall.

This Rental Agreement (the “Agreement”) is entered into on _____, between the Responsible Party and the City of Corunna, a Michigan municipal corporation, whose address is 402 N. Shiawassee St., Corunna, MI 48817. The City and Responsible Party shall collectively be referred to as the “Parties”.

In consideration of the fees paid and covenants hereinafter contained, the City agrees to grant and does hereby grant to the Responsible Party the right to use the Facility during the Rental Period, upon the following terms and conditions.

RENTAL RULES AND REGULATIONS

Responsible Party and his/her guests shall comply with the following rules and regulations:

1. The City shall retain the right to refuse entry or dismiss from the Facility anyone not in compliance with federal, state, and local laws or the rules and regulations defined herein. If the Responsible Party or his/her guests fail to adhere to the rules set forth in this Agreement, the City through its representative reserves the right to disband the event.
2. Responsible Party is responsible for the setup of his/her own equipment, tables, chairs, etc. and are responsible for returning the City’s equipment to its original position and state at the end of the Rental Period.
3. If the rental area is acceptably cleaned and the City’s equipment is returned to its original position and state at the end of the Rental Period, the cleaning/key deposit will be returned to the person listed as the Responsible Party at the address listed on the contract by check within 30 days. If the rental area is not acceptably cleaned or the City’s equipment is not returned to its original position and state, the cleaning/key deposit will be forfeited.
4. Glitter, confetti, or other similar substances may not be used at or near the Facility.
5. The Responsible Party is responsible for damages and losses occurred during the Rental Period of the Facility.
6. No thumbtacks, push pins, staplers, nails, or adhesives of any kind may be used to affix anything to the posts or floors of the Facility.

7. The Responsible Party and his/her guests shall not possess, distribute, or sell any alcoholic beverages at, near, or in the Facility without first obtaining an alcohol permit from the City. The Responsible Party shall insure that any use of alcohol at the Facility complies with all local and state laws, rules, and regulations regarding the same during the Rental Period.
8. Illegal drugs are not allowed in the Facility or in McCurdy Park. If anyone in your party is found to have illegal drugs, legal action will be taken.
9. Smoking is not allowed in the Facility.
10. Animals are not allowed inside the Facility unless they are assisting a disabled person.
11. Parking will be confined to designated parking areas only.
12. Band or DJ music may not exceed "acceptable" noise level; City representative in their sole discretion may determine an acceptable noise level. The City may control noise level if necessary.
13. Light fixtures, plumbing fixtures, etc. are never to be removed or tampered with.
14. No person under the age of 18 may be left unsupervised in the Facility. Adult supervision is required at all times.
15. Responsible Party is responsible for bringing in and removing all personal items during the Rental Period. Any items left behind will be discarded.
16. All trash items must be bagged, tied closed and placed in the trash dumpster behind the facility by Responsible Party before the end of the Rental Period.
17. Any and all damage to the Facility during Rental Period will be the responsibility of the Responsible Party. If Responsible Party notices any damage before or during the Rental Period, Responsible Party must bring it to the City representative's attention immediately.
18. Responsible Party shall pay any additional charges for cleaning or maintenance that is required as a result of Responsible Party and/or his/her guest's negligence or misuse of the Facility or surrounding park area.
19. Responsible Party and his/her guests shall abide by all local, state, and federal ordinances, laws, and statutes. Violations will include prosecution and prevention of future use of City facilities.
20. The renter understands and agrees that, in the event of an emergency declared by the Mayor of the City of Corunna, use of the Hugh Event Center as a shelter may result in the cancellation of any rental scheduled for the Hugh Event Center during the emergency.
21. Upon the breach of any term, covenant, or condition of this Agreement, the City may terminate the Contract with the same force and effect as if the original Rental Period had come to an end.

CANCELLATION POLICY

Facility Rental Fees are fully refundable if Responsible Party cancels the Rental Period by notifying the City no less than 180 days prior to Rental Period. If notification of cancellation occurs between ninety (90) and 180 days prior to Rental Period, half of the Rental Fees will be refunded. If cancellation occurs less than ninety (90) days prior to Rental Period, the Rental Fees are non-refundable.

ASSUMPTION OF RISK AND RELEASE OF LIABILITY

The Responsible Party assumes all responsibility for any and all risks of damage or injury that may occur while using the Facility and surrounding park area. In consideration for being able to use the Facility, the Responsible Party hereby waives, releases and discharges from any and all liability the

City, its elected and appointed officials, employees, agents, and volunteers for death, disability, personal injury, property damage, property theft, or actions of any kind which may occur. Responsible Party agrees to release, waive, indemnify, and hold harmless the City, its elected and appointed officials, employees, agents, and volunteers, from any and all liability or claims made by other individuals or entities as a result of using the Facility.

IN WITNESS WHEREOF, the Parties have executed as of the day and year first written above.

RESPONSIBLE PARTY:

Signature (Responsible Party)

Date

CITY OF CORUNNA:

Signature (City Manager or designee)

Date

PLEASE TAKE THIS CONTRACT WITH YOU THE DAY OF YOUR RENTAL.

This is your proof of the Rental Agreement with the City of Corunna for the use of the Hugh Event Center on the date and time specified in the Rental Agreement.

The City of Corunna is pleased to have you and your group in our facility. For information, or to discuss any needs or concerns, c Corunna City Hall at 989-743-3650 ext. 1.

CITY USE ONLY					
Rental Fee	\$ _____	Paid	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	
Deposit Fee	\$ _____	Paid	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	
Balance Due	\$ _____	Paid	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	
Date Added to Calendar	_____	Key Date Out	_____	Key Date Returned	_____
				City Rep Initials	_____