

CITY OF CORUNNA  
**STU COUTTS PAVILION RENTAL CONTRACT**

Lessee Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_  
Organization Name: \_\_\_\_\_ Type of Event: \_\_\_\_\_  
Lessee Address: \_\_\_\_\_  
City/St./Zip: \_\_\_\_\_  
Phone/Cell: \_\_\_\_\_  
Time:  6am - 11:30am  11:30am - 4:30pm  
 4:30pm – 10pm  All Day Rental  
Total Rental Fee: \_\_\_\_\_

Stu Coutts Pavilion holds approximately 300 people.

**RENTAL FEES**

(Effective July 1, 2023)

RENTAL FEES	
Single Time Period	<b>\$175.00</b>
Double Time Period	<b>\$250.00</b>
All Day	<b>\$325.00</b>
Key/Cleaning Deposit	<b>\$100.00</b>

**Cancelations must be made no less than thirty (30) days before the date reserved or the rental fee is forfeited. The rental fee will not be refunded because of bad weather. The key must be picked up before 5 p.m. on the THURSDAY before your rental. If the key is not picked up on Thursday and someone has to be called in to unlock the pavilion, \$50.00 of the deposit will be forfeited.**

I HAVE READ AND UNDERSTAND THIS AGREEMENT AND I ACCEPT AND AGREE TO ALL OF ITS TERMS AND CONDITIONS. I ENTER INTO THIS AGREEMENT VOLUNTARILY WITH FULL KNOWLEDGE OF ITS EFFECT.

LESSEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CITY REPRESENTATIVE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**MAKE CHECKS PAYABLE TO "CITY OF CORUNNA" AND SEND WITH CONTRACT TO:  
CORUNNA CITY HALL, STU COUTTS PAVILION RENTAL  
402 N. SHIAWASSEE ST.  
CORUNNA, MI 48817  
989-743-3650 ext. 1**

**OFFICE USE ONLY:** \_\_\_\_\_

TOTAL RENTAL FEE: \_\_\_\_\_ DATE RENTAL FEE PAID: \_\_\_\_\_ C/CK/CC: \_\_\_\_\_ RECEIPT # \_\_\_\_\_

CLEANING/KEY DEPOSIT FEE: \_\_\_\_\_ DATE KEY/CLEANING DEPOSIT PAID: \_\_\_\_\_ C/CK/CC: \_\_\_\_\_ RECEIPT # \_\_\_\_\_

DATE ADD. TO CALENDAR: \_\_\_\_\_ INITIALS: \_\_\_\_\_ DATE KEY/CLEANING DEPOSIT RETURNED: \_\_\_\_\_

DATE KEY PICKED UP: \_\_\_\_\_ KEY # \_\_\_\_\_ DATE KEY RETURNED: \_\_\_\_\_

## RENTAL POLICY

- ❖ The rental fee, cleaning deposit and signed contract must be returned before the rental date is confirmed and added to the city's calendar. Please make checks payable to "City of Corunna".
- ❖ The \$100 key/cleaning deposit will be deposited by the city. The deposit will be returned by city check to the lessee at the address listed on the contract after the pavilion has been verified as cleaned and the key returned. The return of the key/cleaning deposit could take up to two weeks. If payment is made by credit card, there will be a processing fee charged. The processing fee will not be refunded.
- ❖ Clean up includes removing all decorations from the pavilion, wiping up spills and depositing all garbage in the dumpster in the parking lot. If the pavilion is not cleaned up, the cleaning deposit will not be returned.
- ❖ The Stu Coutts Pavilion is rented on an "as is" basis. Every attempt will be made to have the pavilion cleaned and the restroom stocked, but the area is open to the public so this cannot be guaranteed.
- ❖ The name of the Lessee (or organization) will be posted on the pavilion along with the time of the rental.
- ❖ Persons in your party are expected to arrive and leave the pavilion at the times noted on this contract and posted on the pavilion. You may set up for your event or stay after your rental time ONLY if there is no one renting the pavilion during those times.
- ❖ The city will try to accommodate changing the rental to an alternate date or another pavilion if the rented pavilion is known to be flooded. To reschedule after flooding, the renter must call Corunna City Hall at 989-743-3650 ext. 1 on the next business day after the rental date to arrange a new rental date. If the renter uses another unrented pavilion instead of the flooded pavilion on their rental day, that will count as a rental.
- ❖ You may bring folding tables, chairs, canopies, and BBQ grills to use. Please do not use BBQ grills inside of the pavilion.
- ❖ Parking on the grass is not allowed. Please park in the areas marked by "Park Parking" signs.
- ❖ Dogs must be on a leash at all times in McCurdy Park. The pavilion Lessee is responsible for cleaning up after the dog, including feces.
- ❖ Music is allowed, however loud music is prohibited.

**PLEASE TAKE THIS CONTRACT WITH YOU THE DAY OF THE RENTAL.** This is your proof you have rented the pavilion on that date and time. If there is a dispute, the party who has rented the pavilion at the time and date shown on the contract has the rights to the pavilion during the time stated on the contract. If this does not settle the issue, please call Shiawassee County Dispatch at 989-743-9111 and ask for a Corunna officer to come to the Stu Coutts Pavilion by Mitchell Fields.