

**RULES & RENTAL AGREEMENT ELM POINTE RESIDENCE
WITH TENT USE
MAY 15 - OCTOBER 15**

1. You are responsible for ensuring that your guests do not smoke inside of the residence.
2. No alcoholic beverages may be consumed unless special permission is received from the City Administrator. If an alcoholic beverage is served for your activity it must be contained in the residence building and/or on residence grounds.
3. The person whose signature is on this form will be responsible for the building and will be in attendance at all activities. This person will be approved by City Administrator. The cost of the janitor fees shall be set by the City Commission and the City Commission may ask for a cash deposit with the application form.
4. Any equipment listed on the application form that will be brought into the building and/or onto the grounds shall be approved by City Commission or City Administrator.
5. All activities shall end by 10:00 p.m. unless you have special permission from the City Administrator.
6. The City reserves the right to inspect any activity when deemed in its interests.
7. To protect yourself from possible lawsuits, you are advised to contact your insurance agent regarding liability coverage. This can usually be procured at minimal cost and will be to your benefit.
8. The applicant further agrees and understands that he/she/it will indemnify and hold harmless the City of East Jordan for any and all damage and injuries that occur while these premises have been let, leased or used by the applicant.
9. Tent set up may not start earlier than **2:00 p.m.** the day before (unless reserved for full day rental the day before) and the tent must be removed by **12:00 p.m.** (noon) the day after the ceremony (unless reserved for full day rental the day after).

I have read and understand the above written rules. _____
Signature

Applicant Name or Company: _____

Mailing Address _____

Phone # _____ Date(s) of Use _____

Date of Application _____ Sec. Dep Received _____

Please mark the following yes or no: Alcohol _____ Food _____ Kitchen Use _____ Tent _____ Other _____

RENTAL RATES:

EVENT WITH TENT(S) ARE TO BE RENTED ½ DAY BEFORE, DAY OF, ½ DAY AFTER

City Resident:	½ Day Before, Day of, ½ Day After	\$750.00*
Non City Resident:	½ Day Before, Day of, ½ Day After	\$1000.00*

*ANY FEE WAIVER IS DETERMINED BY THE CITY ADMINISTRATOR

Security Deposit: \$250.00 (City does not supply tent). A Security Deposit is required for any Non-Profit Organization, granted a fee waiver. Deposit is refunded if residence and grounds are left in the same condition as when rented.

RENTAL FEE MUST BE PAID IN FULL 4 WEEKS PRIOR TO AN EVENT. ALL FEES AND DEPOSITS MUST BE PAID TO THE CLERK/TREASURER'S OFFICE. THERE WILL BE A NON-REFUNDABLE FEE OF \$75.00 FOR ANY CANCELLATIONS MADE WITHIN 60 DAYS OF THE EVENT. IF A CANCELLATION IS MADE PRIOR TO THE 60 DAYS, THERE WILL BE A \$25.00 CANCELLATION FEE.

PLEASE CONTACT THE ELM POINTE CARETAKER BEFORE YOUR RENTAL DATE: 231-536-2363

Security Deposit _____ Date Deposit Refunded _____
Rental Fee _____ Approval Date _____
Initials of person Receiving Application _____

Approval By: _____
City Administrator/City Commission