RULES & RENTAL AGREEMENT ELM POINTE RESIDENCE
NO 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. A 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.

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

Applicant Name or Company: _____

Mailing Address & Phone# _____

Date of Application_____ Date of Use_____ Time of Use _____to_____

Type of Event_____ Check all that apply: Alcohol_____ Food____ Kitchen Use_____ Other____

RENTAL RATES:	City Resident:	1/2 day $275.00	Full Day $500.00 *
	Non City Resident:	1/2 day $375.00	Full Day $700.00 *

(1/2 day use is from 10 a.m. to 4 p.m. or 4 p.m. to 10 p.m.)
WEDDINGS (NO TENT) ARE TO BE RENTED FOR FULL DAY USE ONLY
*ANY FEE WAIVER IS DETERMINED BY THE CITY ADMINISTRATOR

Security Deposit: $150.00. 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