

**The City of East Jordan Tourist Park Log Building Contract**

East Jordan Tourist Park  
218 North Lake Street  
PO BOX 499  
East Jordan, MI 49727

THE TOURIST PARK LOG BUILDING IS A NO SMOKING FACILITY

Please circle the day of schedule event (s):

Monday	Tuesday
Wednesday	Thursday
Friday	Saturday
Sunday	

The Log Building will be rented from: \_\_\_\_\_ to \_\_\_\_\_  
Mo./Day/Year Mo./Day/Year

Time of day (starting): \_\_\_\_\_ Time of day (ending): \_\_\_\_\_

Name of person, group or organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Nature of Activity: \_\_\_\_\_

Expected number in group: \_\_\_\_\_

\*Fee Waiver Requested: (please circle one) Yes or No

Alcohol (please circle one) Yes or No

Total Fee for Event and date received: \$\_\_\_\_\_ paid on: \_\_\_\_\_

Payment received by: \_\_\_\_\_

**\*\* A LETTER FROM YOUR INSURANCE AGENT EXTENDING YOUR HOMEOWNERS LIABILITY INSURANCE IS REQUIRED IF ALCOHOL IS APPROVED BY THE CITY COMMISSION AND A COPY PROVIDED TO OUR OFFICE BEFORE THE FIRST DAY OF YOUR EVENT. THIS IS USUALLY A MINIMAL COST AND WOULD BE TO YOUR BENEFIT AND IS HIGHLY RECOMMENDED.**

\*i. Groups Allowed a fee waiver: All non-profit groups including school functions, youth groups, etc. which are non-fundraising events. "Benefit"

fund raising events (i.e. health related fundraisers), all community events such as Freedom Festival or when the general public would be involved without entrance fees.

- \*ii. Groups Not allowed a fee waiver: Family Reunions, graduation parties, receptions or other private parties.

<u>Class</u>	<u>Fee</u>	<u>Amount Paid</u>	<u>Balance owed</u>
Security Deposit (Refundable up to two weeks prior to your event)	\$50.00		
Rental Fee	\$150.00		
Cancellations (No Exceptions)	\$25.00		

**\*NO EXCEPTIONS \$25.00 CANCELLATION FEE UP TO TWO WEEKS PRIOR TO YOUR EVENT. ALL FEES AND DEPOSITS MUST BE PAID TO THE TOURIST PARK MANAGER.**

- iii. Keys: One key will be assigned to the person designated on this contract unless other arrangements have been made with the Parks Director.
- iv. Damages: The lessee is responsible for all damages and loss of equipment that occurs. Damages will be billed to the lessee. Damages include any damages to the premises or to any of the contents inside the Log Building.

The building will not be rented to anyone having an outstanding bill.

- v. Clean-up and Closing Procedures: The lessee is responsible for general clean-up of the building. This will include the following:

Picking up trash and placing it in the trash receptacles.

The lessee is responsible for the proper closing of the building including:

All doors are to be closed and locked

All lights are to be turned off

Floors of building swept

vi. Rules May Change: The rules set forth are subject to change at the City's discretion.

vii. Miscellaneous

1. The lessee signing this agreement shall be the responsible party.
2. Under no conditions may any key to the rental property be duplicated by lessee.
3. No activity contrary to any local ordinance, city law, or federal law shall be conducted during the term of the rental agreement.
4. The City shall have the right to inspect the premises at any time and, if the lessee is found to be in default of any provision of this agreement, the City may immediately terminate the agreement and expel the lessee.
5. No alcoholic beverages may be consumed unless special permission is received from the City Commission. IF ALCOHOL IS SERVED FOR YOUR ACTIVITY IT MUST BE CONTAINED IN THE BUILDING.
6. All Activities shall end by 10:00 p.m. unless you have special permission from the City Commission.
7. There shall be no smoking of any product permitted on the premises.
8. All equipment, which should be listed below, brought on site shall be approved by the City Administrator or City Commission.

Equipment which is to be brought on Site: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

viii. Hold Harmless

I/we agree to hold the City of East Jordan, its successors, employees, and designees harmless from all claims, suits, costs and liabilities.

By signing, I/we, agree that I/we have read, understand and agree to the attached conditions. I/we further agree to pay all debts arising from rental of the facility.

\_\_\_\_\_  
Signature of lessee

\_\_\_\_\_  
Date

Approved By: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Date Denied: \_\_\_\_\_