

City of East Jordan  
201 Main Street  
PO BOX 499  
East Jordan, MI 49727

THE CIVIC CENTER IS A NON SMOKING FACILITY

Please Circle the day of scheduled event(s):

Monday    Tuesday    Wednesday    Thursday    Friday  
Saturday    Sunday

Date of Rental: \_\_\_\_\_ To \_\_\_\_\_  
Mo./day/year                      Mo./day/year

½ Day (10 a.m.-4 p.m.) \_\_\_\_\_

½ Day (4 p.m.-10 p.m.) \_\_\_\_\_

Full Day \_\_\_\_\_

Front Room \_\_\_\_\_ Gym \_\_\_\_\_ Both \_\_\_\_\_

Food \_\_\_\_\_ Beverage \_\_\_\_\_ Alcohol \_\_\_\_\_ Kitchen \_\_\_\_\_

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

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

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

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

Expected Number in Attendance: \_\_\_\_\_

**Certified Catering Manager Information:**

Name/Company: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ \*Copy of Food License to City Hall

Certificate Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

I. Groups Allowed:

Class A: Local service clubs (example: Non-Profit Organizations Lions/Lioness Clubs, Rotary, Fire, Ambulance or Police Services, Unions, City Employees, Boards and Commission, etc.) and/or Fundraising Event

Class B: Recreation groups- Gym use only (example: Basketball practices, AAU, Little League, Volleyball, etc.)

Class C: Receptions, Graduation Parties, Private Parties, etc.

II. Fees and Charges:

**Class A:** Security Deposit \$100.00  
 Gym or Front Room: ½ day \$25.00\* Full Day \$50.00\*  
 With Food/Beverage: \$250.00\*  
 Kitchen: \$50.00\*  
 \*No Fee Waiver

**Class B:** Security Deposit \$150.00  
 Gym: Resident ½ Day \$50.00 Full Day \$100.00  
           Non-Resident ½ Day \$100.00 Full Day \$200.00  
 Recreational Rate: \$20.00/hour  
 Drop-In Recreation: \$2.00/person

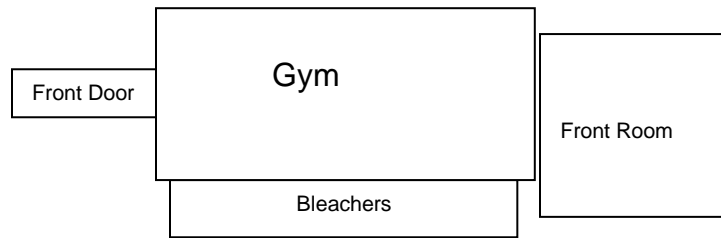
**Class C:** Security Deposit \$150.00  
 Gym: Resident ½ Day \$75.00 Full Day \$150.00  
           Non-Resident ½ Day \$125.00 Full Day \$250.00  
 Front Room: Resident ½ Day \$50.00 Full Day \$100.00  
                   Non-Resident ½ Day \$100.00 Full Day \$200.00  
 With Food/Beverage: Resident \$500.00  
 (Gym or Front Room) Non-Resident \$600.00  
 Kitchen: \$50.00

**Cancellation Fee all classes (no exceptions): \$25.00**

**\*Security deposit is non-refundable if cancellation is made within 30 days of the event**

**Stage (circle one) Yes or No 8 x 16 \_\_\_\_\_ 12 x 16 \_\_\_\_\_ 12 x 24 \_\_\_\_\_**

**Please indicate the location of the stage on the drawing provided. Please do not disassemble or move the stage.**



**\*\*A LETTER FROM YOUR INSURANCE AGENT EXTENDING YOUR HOMEOWNERS LIABILITY INSURANCE IS REQUIRED IF ALCOHOL IS APPROVED BY THE CITY ADMINISTRATOR AND A COPY PROVIDED TO OUR OFFICE BEFORE THE FIRST DAY OF YOUR EVENT.**

**Rental fee must be paid in full 45 days prior to the event.**

**Special rates and conditions can be negotiated for long term contracts through the City Administrator.**

III. Food: Food may be brought into the facility by your organization but it is your responsibility for obtaining the appropriate license from the State of Michigan. If you have any questions about the license, you can contact the Department of Health at 231-547-6523 and it is suggested you contact them at least five (5) dates in advance of your event to avoid a late fee.

IV. Keys:  
One set of keys will be assigned to the person designated on this contract unless other arrangements have been made with the Parks Director. Keys must be picked up on Friday before 5:00 p.m. for weekend events and returned on the following Monday.

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

VI. Clean-up & Closing Procedures  
See attached checklist.

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

VIII. Miscellaneous  
The lessee signing this agreement shall be the responsible party.

Under no conditions may any key to the rental property be duplicated by lessee.

There shall be no smoking of any product permitted on the premises.

No activity contrary to any local ordinance, city law, or federal law shall be conducted during the term of the rental agreement.

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.

All Alcohol **MUST** be approved by the City Administrator.

All Activities shall end at 10:00 p.m. unless special permission is granted by the City Administrator.

All equipment, which should be listed below, brought on site shall be approved by the City Administrator.

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

vii. 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.

**Security Deposit: \$** \_\_\_\_\_ **Paid on:** \_\_\_\_\_ **Refunded:** \_\_\_\_\_  
**Total Fee for Event: \$** \_\_\_\_\_ **Paid on:** \_\_\_\_\_

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

Approved by: \_\_\_\_\_ Date Approved/Denied: \_\_\_\_\_  
(City Administrator)