



City of Reed City

227 E. Lincoln Ave. Reed City, MI,
Phone (231) 832-2245 Fax (231) 832-9166

William & Mable Porteous Depot Rental Agreement

Event: _____

Event date _____

Time: From _____ To: _____

Please include time for set up and clean up in the requested times.

Organization/Responsible party: _____

Address: _____

City & Zip _____

Telephone#1 _____ #2 _____

E-MAIL: _____

This agreement entered into between the City of Reed City, hereinafter referred to as City and "Client(s)" for the rental of William & Mable Porteous Depot.

Terms and Conditions – Payment a Non-refundable deposit of \$50.00 will be required to reserve the date. Payable by check, cash or money order to: City of Reed City, 227 E. Lincoln, Reed City, MI 49677. Remaining Balance due PRIOR to event date. Pick up key from City Hall before your event. Leave key in the drawer next to the sink after locking up the depot.

Remit payment to: **City of Reed City, 227 E. Lincoln, Reed City, MI 49677**

Room Rates Thursday – Sunday (Please Circle)

1 hr \$25 2 hr \$50 3 hr \$75 4 hrs \$100 5 hr \$125 6 hr \$150

Room rates Monday – Wednesday

1 hr \$20 2 hr \$40 3hr \$60 4hrs \$80 5 hr \$100 6 hr \$150

Full day rental of \$175.00.

Outside Pavilion: \$50.00/per day

Total Hours _____ Cost _____

CANCELLATION- payment of the deposit is acknowledged by the parties hereto, with the understanding, that said deposit fee is not refundable if cancelled within 48 hours of the event.



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Please Read and sign below:

FOOD AND BEVERAGE The City shall have no liability for the food and beverages served on the premises and shall have no liability for any injury or damage which anyone should suffer on the premises. The City is held harmless from any liability for food and or beverage which is consumed at or after the event for any injury or liability as a result of this agreement and/or resulting from any activity on the premises.

SMOKING- Smoking is prohibited in the premises "A NO SMOKING POLICY" will be enforced. Smoking is permitted ONLY outside the building in designated smoking area.

CATERING SERVICES – The City does not have in-house catering. Clients are welcome to bring any caterers of their choice.

SECURITY – The city shall not assume responsibility for damages, lost merchandise or equipment brought into the premises.

DISPLAYS, DECORATIONS, & FOOD – The city will not be responsible for Client’s caterers, decorating, set up and food delivery as required before the beginning of the event. The city will not be responsible for the receiving of cakes, food, etc. into the premises. Client agrees to be responsible for any damages to any part of the building by the client, client’s guests, invitees. Employees, coordinator, independent contractors, or other agents.

The City doesn’t allow the affixing of anything on the walls, floor, and ceiling of the rooms or items on furniture, with nails, staples, tape or any other article, unless approved in writing by the City. The cost to repair any damage shall be billed to the client.

CLEANING – Cleaning and removal of any leftover, food, trash, ect from premises is to be done by client. The area is to be cleared and cleaned by Client. Trash cans and bags will be provided by the City for disposal of trash. Tables and Chairs need to be put back the way they were found. Cleaning fee will be added if not left as found.

DO NOT DRIVE ON THE BRICKS! You may pull on the paved trail for loading/unloading.

PLEASE ADVISE GUEST OF THESE RULES.

This agreement contains all the representation of the parties contained hereof and made a part hereto. There are no other agreements either written or verbal to countermand that which is hereof which is herein stated.

Client Approval _____ Dated _____

Notes:

Amount paid _____ Date paid _____ Remaining Amount Due: _____ Paid in full
Key Received _____ Date _____ Key Returned _____ Date _____

Reed City Depot – Rules

No parking any vehicle on the bricks (pavers) for loading or unloading!

No sitting or standing on the tables!

Before you leave, please do the following:

- Make sure tables are moving freely across the wood floor.
- Once your tables are in place, make sure to lock them by Make sure to secure your tables by locking them once in place.
- Please wipe down tables with soap and water (bottle labeled 'cleaning solution')
- Clean up any spills.
- Extra trash bags are in the middle drawer.
- No alcoholic beverages allowed.
- Turn off all lights.
- Turn down heat to 62 degrees/air conditioning to off.
- Lock ALL doors.
- When you leave the building after your event, the chairs and tables need be put back against the wall(s). Please don't block the 'Community Meeting Room' or main entrance into the Depot.
- Place garbage in the blue dumpster behind the Depot.
- Take all belongings.