

Reed City Fire Department

523 Morse Street, Reed City, Michigan 49677

City Office Phone: (231) 832-2245 – City Office Fax: (231) 832-9166

FIRE DEPARTMENT CLASSROOM RENTAL AGREEMENT

Event Date: _____ Week Day: _____ Time from: _____ to _____

Group/Business Name: _____

Address: _____ City: _____

Responsible Party: _____ Phone: _____

Cell#: _____

This Agreement entered into between “City of Reed City”, and the organization and/or persons (hereinafter referred to as “Client”) for the rental of said training room for the function to be held on the date first above specified, and the function of: _____.

TERMS and CONDITIONS

PAYMENT AGREEMENT – Full payment by the Client will be required, payable by cash, cashiers check or money order 15 days prior to the event, payable at City offices, 227 E. Lincoln Avenue.

CANCELLATION – Reservation Fee as agreed to, is acknowledged by the parties hereto, with the understanding between the said reservation fee **is not** refundable at any time.

FOOD AND BEVERAGE – The City of Reed City and the Reed City Fire Department waives any liability whatsoever resulting from the transport, refrigeration, or preparation of said food or beverages. The City of Reed City and the Reed City Fire Department are held harmless of any liability for food and or beverage which after the event is shared and or donated to family and friends.

ALCOHOL – No alcoholic beverages of any kind are allowed on the premises.

SMOKING – By the City of Reed City’s city ordinance, Smoking is prohibited in the premises A NO SMOKING POLICY will be enforced by the Management. Smoking is permitted ONLY outside the building.

NO EXCEPTIONS – This is fully understood by the client/s hereby agreed: _____ (initial).

CATERING SERVICES – We do not have in house catering, however clients are welcome to bring any cater of their choice.

SECURITY – The City of Reed City and the Reed City Fire Department shall not assume responsibility for damaged, lost merchandise, or equipment brought into the premises.

DISPLAYS, DECORATIONS & FOOD – The training room will be open for the client's caterers, decorating, set-up, and food delivery, as required before the beginning of the event. The City of Reed City and the Reed City Fire Department will not be responsible for the receiving of cakes, food, etc. into the premises. Client agrees to be responsible for any damages to, or any other part of the building, by the Client, client's guests, invitees, employees, coordinators, independent contractors, or other agents under Client's control.

The City of Reed City or the Reed City Fire Department will not permit the affixing of anything on the walls, floors, ceiling of rooms or items on furniture, with nails, staples, tape or any other article, unless approval in writing is given by the management.

CLEANING – Cleaning and removal of any leftover food, trash, etc from the premises is to be done by client. All tables, training room and kitchen area, cleared and cleaned by client. Trash cans and bags will be provided by the City of Reed City for the disposal of trash, hereby agreed: _____ (initial).

PLEASE ADVISE GUESTS OF THESE RULES AS MANAGEMENT WILL BE ENFORCING THESE RULES DURING YOUR EVENT.

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 and which is herein above stated.

CLIENT
APPROVAL: _____ Date: _____