

Pierson Village Hall Rental Contract
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This contract for rental is a binding agreement between the following renter and the Pierson Village Hall (Pierson Village Municipal Building).

Renter Information (Please print legibly):

Name: _____

Address: _____

Telephone Number(s): _____

Driver's License Number: _____

Date of Event: _____

Deposit Fee of \$ _____ is required to reserve the date.

*Additional decorating time of \$50 is being added Yes No

Rental Fee of \$ _____ required 2 weeks prior to reserved date.

Check or money order made payable to: Pierson Village

NOTE: There will be a \$25 charge per check for any returned checks due to insufficient funds.

Deposit monies (check/money order) and this binding agreement are required to be received by the Pierson Village Hall within 2 weeks from the time the date was requested to reserve your event date. If not received within 2 weeks, the date will be forfeited. The rental fee is required no less than 2 weeks prior to reserved date. Deposit refunds will be refunded within 14 days after the event providing there isn't any damage and the hall is cleaned to a satisfactory condition. It is at the discretion of The Pierson Village Hall manager to judge whether a full or partial refund is due.

The rental rate is based on a one day rental use on the reserved date and ending at midnight. The building must be cleaned and vacated no later than 1:00am. Additional decorating time may be purchased if needed (see above) which will start at 7pm the night prior to the event. Half day rates are based on 5 hours or less. If for any matter your event is cancelled, you will be entitled to a full refund providing the cancellation is made 60 days prior to your reservation otherwise there will be no refunds.

Overnight camping is prohibited on the premises. Automobiles may be left overnight but will need to be retrieved the following day. Smoking is also prohibited in the facilities. No minors are permitted to consume alcohol on the premises regardless if parent/guardian is present.

Any decorations being used on the walls, ceilings, doors or floors are to only be fastened with masking tape and/or poster putty. Absolutely no thumb tacks, nails, duct tape, packing tape or staples are to be used. Caution needs to be used when removing such decorations to prevent any damage to the surface. All decorations must be removed; this includes tape and/or putty on tables, chairs and walls. Confetti and glitter of any kind is strictly prohibited.

ANY DOORS LEFT UNLOCKED WHEN FACILITY IS VACATED, WILL RESULT IN LOSS OF FULL DEPOSIT.

Clean up must be done inside and outside the building and parking lot, this includes cigarette butts. Clean up consists of leaving the facility and its surroundings in a re-rentable condition. Including but not limited to:

- ❖ Emptying all trash receptacles-main hall, kitchen and bathrooms. Place trash in dumpster which is located in rear of building.
- ❖ Vacuum all carpeted flooring.
- ❖ Sweep and mop-kitchen floor, bathrooms and dance floor (empty mop bucket outside).
- ❖ Place tables back into rows (4 rows with 3 tables per row). Place chairs on top of tables (8 chairs per table).
- ❖ Place any additional chairs onto storage racks.
- ❖ Clean kitchen and kitchen sink.
- ❖ Coffee maker, utensils, platters etc. should be cleaned, dried and placed back into the proper drawer or cabinet.
- ❖ Trash, cigarette butts, broken balloon pieces, etc removed from outside of building.
- ❖ Bar moved back to storage place.
- ❖ Before vacating the building, place hall key in freezer, check to see if oven/stoves are turned off, ceiling fans and lights are off.
- ❖ **LOCK ALL DOORS! Any door(s) left unlocked when facility is vacated will result in loss of full deposit.**

Renter is responsible for any situation involving their guest and/or attendees at the event. If alcohol is served, the renter agrees that all measures necessary will be taken to insure that alcohol will not be served/consumed by minors. Renters also agree to remove any persons that are deemed to be a nuisance or problem from the premises. The Pierson Village Hall and/or its employees can't be held responsible or liable by any party for any situation resulting from the serving or consumption of alcohol. Pierson Village Hall will not assume any responsibility for damage to or loss of any personal articles or merchandise left on its premises prior to, during or following the event.

In consideration of their use of the Pierson Village Hall facilities for an event, the renter, guest and attendees releases and forever discharges Pierson Village Hall, board members and their employees from any and all manner of claims, demands, damages, causes of action, suites or liability known or unknown, fixed or contingent on account of injury or loss to the renter, their guest/s or attendees and agrees to indemnify Pierson Village Hall from any and all claims, demands, debts, liabilities, obligating cost expenses, liens, attorney fees, actions, claims for relief and cause of actions whether or not litigation is commenced arising from renters use of Pierson Village Hall.

I have read, understand and agree to abide by the attached conditions for the use of the Pierson Village Hall. I fully understand that I personally or our organization if I am representing one, will be responsible for any and all damage and cleanup. The renter will pay for additional cost incurred by damages and/or clean up that exceeds the rental deposit.

If all of the terms of this contract are understood and accepted, the following is to be signed by the renter listed above.

Renter signature _____ Date_____

Hall refund check will be made out to: _____

Refund will be mailed to this address: _____

FOR OFFICE USE ONLY:

Contract & monies received on _____ ck#/mo# _____

Deposit (full/partial) refunded on _____ ck# _____

Village of Pierson Waiver Release

To the fullest extent permitted by law, I/Organization agree to defend, pay in behalf of, indemnify and hold harmless, the Village of Pierson, it's elected officials, employees and others working on behalf of the Village of Pierson, against any and all claims, demands, suits or loss including all cost connected, therewith and for any damages which may be asserted, claimed or recovered against or from the Village of Pierson by reason of personal injury and death and/or property damage including loss of use thereof which arises out of or is in any way connected or associated with this contract. I further agree to adhere to all rules and regulations that apply.

I have read and understand what I am signing.

Renter signature _____ date _____