

Village of Grass Lake

119 North Lake Street, P.O. Box 737

Grass Lake, Michigan 49240

Phone: 517-522-4550

Fax: 517-522-8120



Grass Lake Community Pavilion Rental Application Contract

110 Brown Street Grass Lake, MI 49240

Submission of Event Application does not guarantee approval.

Rental Fee: \$100.00 (Due with Application) Rental Fee will be waived for Non-profits

Security Deposit: \$100.00

** Deposit to be returned less any charges for damage, breakage or cleaning

Rental Fee Paid: Check (check # _____) or Credit Card **Deposit Paid: Check** (check # _____) or Credit Card

Application: Approved on _____ or Denied on _____

APPLICANT: Please read all attachments before completing application. Submit completed application to the Village of Grass Lake office. Attach additional information as needed. Application should be completed with check or money order made payable to the Village of Grass Lake Attn: Village of Grass Lake/ Events Park Rental PO Box 737 Grass Lake MI 49240 or drop off at the Village Office, 119 N. Lake St.

Name of Applicant/Organization: _____

Name of Contact Person: _____

Address: _____

City: _____

State: _____

Zip: _____

Contact Number: _____

Email: _____

☐ For Profit/Commercial

☐ Private Event

☐ Non-Profit 501c3 or Tax Exempt

☐ Public Event

Date of Reservation: _____

Type of Event: _____

Start/End Times: _____ / _____

Recurring: _____

As alcohol to be served? Yes ____ No ____ (See Rules regarding alcohol at events)

Description of event/program: _____

If this is a public event would you like the event published on the Village of Grass Lake calendar?

☐ Yes ☐ No

CONDITIONS AND REQUIREMENTS

1. **SECURITY DEPOSIT:** In addition to the rental fee, a security deposit is required (unless other arrangements have been pre-approved) and will be refunded, *provided* the Events Park Facility is left in acceptable condition.
2. **RESERVATION DATES:** Reservation dates are not confirmed until the application and rental fee are received and application has been signed by the Village Representative.
3. **RESERVATION TIMES:** Rental times for the pavilion are strictly for the times listed on the Application Contract unless other arrangements have been made.
4. **CANCELLATIONS:** Cancellations received less than 14 days prior to the scheduled event will forfeit the rental fee.
5. **ALCOHOLIC BEVERAGES:** Serving alcoholic beverages requires liability insurance coverage of \$1,000,000.00 with *the Village of Grass Lake* LISTED AS ADDITIONAL INSURED. Proof of insurance must be on file 10 days prior to the event. If an insurance certificate is not provided; ALCOHOL **MUST NOT/CANNOT BE SERVED!**
6. **RULES:** Please read the Rental Application Contract and this information sheet in their entirety. *The Applicant/Signer of the contract is responsible for enforcement of all rules and regulations during the rental.*
7. **NOISE ORDINANCE:** The Village of Grass Lake has a noise ordinance that goes into effect at 10:00 pm. This means any music etc., *must be* turned off at 10:00 pm.
8. **AMENITIES:** At this time, amenities outside of the pavilion itself are limited. You must provide your own tables, chairs, trash bags, brooms for cleaning up and other misc. accessories.
9. **DISPLAYS/SIGNS/DECORATIONS:** *Making holes of any sort (via nails, tacks, staples or pins) and/or duct within the pavilion or the columns of the pavilion is **STRICTLY PROHIBITED**. You will forfeit your security deposit and any future reservation options.*
10. **CLEANING:** Before you leave the Village of Grass Lake Events Park, make sure you have swept the pavilion floor (or a leaf blower works great!), all trash is picked up and all trash bags are taken with you.
11. **Fire Pits:** Only *manufactured* fire pits (pre-cast, moveable) are allowed to be utilized on the Grass Lake Events Park grounds. Any wood brought in for a fire pit, must be removed with the fire pit at the end of the reservation time. Failure to remove the wood will forfeit your security deposit. Fire pits are strictly prohibited from being under pavilion and must be at least 20' away from the pavilion.
12. **FEES:** Application should be completed with check or money order made payable to the Village of Grass Lake Attn: Village of Grass Lake/ Events Park Rental PO Box 737 Grass Lake MI 49240

Hold Harmless Agreement:

The undersigned Applicant, who is to be in charge of the use of the premises, is over the age of 18. In the use of the Events Park facilities, the Applicant shall be responsible for the actions of those in attendance. The Applicant also agrees to indemnify the Village of Grass Lake, the Village of Grass Lake DDA, their officers, agents and employees against any property and/or personal loss, damage, and/or liability that may be suffered or incurred by any of the organizations, their officers and employees, and save all organizations harmless against all claims, demands and causes of action that may be brought against any of the organizations caused by, arising out of, or in any way connected with the use of the Events Park facilities or the exercise of the privilege granted. The Village of Grass Lake requires proof of Liability Insurance at the applicant's expense.

I have read the regulations covering the use of the Grass Lake Events Park and its facilities and understand that the use of the facility requested must be in accordance with the regulations contained herein.

Signature of Applicant/Date

Phone Number

Terms of Use & Alcohol Request Endorsement

Initial each line item to acknowledge accepting the Terms of Use

_____ 1. Authorization for use of park pavilion, Village facility or designated space gives the applicant exclusive use of that Grass Lake Events pavilion, facility or space for the period of time designated in the permit.

_____ 2. The use of tape, glue, nails, glitter and confetti are prohibited and anything else that can modify or damage Village assets is strictly prohibited. Use of such and any damage found after the event will result in a loss of security deposit and any future reservation options. The Village of Grass Lake reserves the right to invoice renter the amount over security deposit for repairs necessitated due to damage incurred as a result of the event.

_____ 3. No paint of any kind may be used on or in any Village facility, park, or road. For bicycle or running events, temporary stake-in-ground directional signs are preferred. Temporary chalk markings may be permitted.

_____ 4. The activity or rental use will not unreasonably interfere with the promotion of public health, welfare, or safety. Also the activity or rental use will not include or cause violence, crime, or disorderly conduct on the part of any individual participating in the event, activity or use.

_____ 5. Village of Grass Lake parks and public facilities, including, but not limited to, all structures, lighting, poles, benches, and other physical assets, are to be treated with respect and care.

_____ 6. The event will not require or cause unanticipated or unauthorized expense by the Village of Grass Lake, its departments, units or services, or its community police operations. The Village of Grass Lake reserves the right to invoice the applicant and/or event sponsor for additional costs incurred as a result of the event. Such costs may be (but not limited to) police services, damage to facilities, landscaping, sidewalks, grass, or other park assets, or post-activity area or facility clean-up.

_____ 7. Upon receiving application approval, notification of all residents and businesses that will be affected by the closure is required. Notification must be completed at least two (2) weeks prior to the event.

_____ 8. Reservations are first come, first serve basis.

_____ 9. Use of tents, canopies, inflatable bouncers, and all rental equipment, is permitted in the park ONLY with prior permission from the Village of Grass Lake. Renters must provide a Certificate of Insurance naming the Village of Grass Lake as an additional and endorsed insured, for \$1,000,000 per occurrence of accident or injury. Insurance certificate must be submitted at least seven working days prior to the event. An additional charge of \$25.00 per bounce house may be charged for electric use.

_____ 10. Cancellation Policy: The Village of Grass Lake reserves the right to cancel a rental at any time due to facility or park issues. A full refund will be issued in this situation. Cancellation by renter must be submitted, in writing, two weeks prior to rental date for a full refund (less a \$10 administration fee). Less than two weeks' notice will result in forfeiting the entire rental fee. Refunds will not be issued in the event of inclement weather.

Alcohol Endorsement

*The Applicant requests permission to serve alcoholic beverages during the event scheduled above. The Applicant will provide proof of \$1,000,000.00 liability insurance to cover any and all liability resulting from this use of alcohol. **The Village of Grass Lake** must be named as loss payees. The Applicant agrees to be solely responsible for all losses or claims of damages associated with the service of alcohol and to comply with all laws of the State of Michigan with regard to the use of alcoholic beverages.

Signature of Applicant/Date

Signature of Village of Grass Lake Agent/Date

For any questions or concerns, please email the Village Clerk or Deputy Clerk j.keener@villageofgrasslake.com / s.tietsema@villageofgrasslake.com or call office 517.522.4450 cell 517-795-4061 The Grass Lake Events Pavilion, bathroom and grounds should be clean upon your arrival. If you have any issues, please contact the Village of Grass Lake Office ASAP.

Checklist

- _____ Have Checklist & Terms of Use sheet with you on the day of your event.
- _____ Have approved application with you on the day of your event.
- _____ Remove all remnants of decorations (examples: string, balloons, etc.) (See what is allowed in terms of use)
- _____ Remove all waste from event or if pre-approved, deposit all trash/debris in trash receptacles.

Special Events Fee Schedule

Service	Fee	X	Quantity	Total
Water Connection (includes hoses)	\$100	X		
Dumpster	\$150	X		
Trash Removal from Event , includes trash bags (Must be bagged and left in designated location on event grounds)	\$50	X		
Generator Per Day	\$100	X		
Additional Labor of DPW Staff, per hour worked	\$35/hour	X		
Additional Equipment	\$30/hour	X		