

Village of Freeport
200 S. State Street
PO Box 10
Freeport, Michigan 49325

Phone: 616-765-3808 Fax: 616-765-3419 Email: freeportclerk@gmail.com

Village Hall Rental Agreement

Reservation Date _____ Arrival Time _____ End Time _____

Name of Renter / Responsible Party _____

Address _____ City _____, State _____, Zip _____

Phone Number _____ Alternate Phone _____

Description of Activity _____

Will gas need to be turned on for the stove? _____

Will large commercial refrigerator need to be turned on? _____

Conditions for Rental

The Rental Coordinator will unlock the facility by your specified arrival time.

In addition to the RENTAL FEE, credit card information is required (which will be kept on file in a secured location, then destroyed within 7 days following the event) to hold each reservation and may be charged only to cover if any *additional fees incur (improper cleaning / damages).

7 DAY CANCELATION POLICY: Rental Fee will NOT be refunded if reservation is not canceled at least 7 days prior to reservation.

NO SMOKING on the premises allowed. NO ALCOHOLIC BEVERAGES on the premises allowed unless private insurance is purchased by the renter with proof of insurance presented to the Clerk.

The facility must be properly cleaned, left in the same (or better) condition as accepted on the day of the rental, and all refuse placed in dumpster outside of building (located on the south side of the fire department) or a *CLEANING FEE may be invoiced to the renter at an hourly rate of \$25.00.

The Renter is responsible to pay The Village of Freeport actual *COSTS FOR ANY DAMAGES to the building or equipment if not returned in the condition which it was found.

The Renter must be age 21 or over in order to rent the Village Hall. Proof of age may be required.

The Renter / Responsible Party agrees to indemnify The Village of Freeport and employees from all liability to persons or property on the premises.

The Village of Freeport is not responsible for items you have brought in for your party or any items which may have been left behind by you and your party.

All village property, including tables and chairs, must be returned to its proper storage area after use.

No food service or sale of food to the public without a temporary Food License issued by Barry Eaton County Health Department.

Rental Fee Schedule

Village Residents \$150.00 per day

Non-Residents \$200.00 per day

Instructional Classes \$10.00 per hour

Hourly Rental \$25.00 per hour (minimum 2 hour / maximum 4 hour rental)

Local Non-Profit Community Organizations No Fee *

**Must provide a copy of non-profit license to the Village Clerk.*

To the fullest extent permitted by law, I and the organization I represent agree to defend, pay on behalf of, indemnify, and hold harmless the Village of Freeport, its elected and appointed officials, employees and volunteers and others working on behalf of the Village of Freeport against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the Village of Freeport, its elected and appointed officials, employees and volunteers and others working on behalf of the Village of Freeport, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use of thereof, which arises out of or is in any way connected or associated with the use of Village of Freeport facilities.

I HEREBY CERTIFY THAT I HAVE READ THE ABOVE TERMS AND CONDITIONS AND AGREE TO ACCEPT ALL RESPONSIBILITIES FOR THE FREEPORT VILLAGE HALL WHICH I AM RENTING FOR MY USE AND THAT I WILL BE IN ATTENDANCE AT THE FUNCTION.

Signature _____

Date _____

OFFICE USE ONLY Fee _____ Date Received ___/___/___ Payment Received by _____

Payment Method ___ Cash ___ Check # _____ or ___ Credit Card (*information listed separately*)