



VILLAGE OF ELBERTA FACILITY RENTAL CONTRACT

FESTIVAL FIELDS (SECTIONS A, B, and/or C)

**Reserved for Nonprofits, Schools, and Community
Organizations Only**

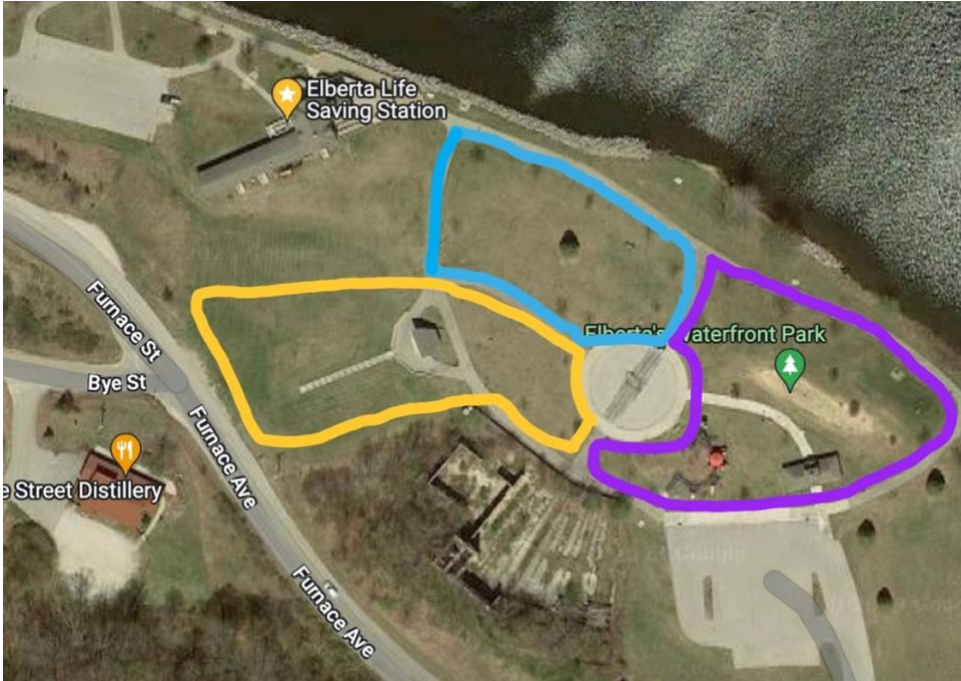
Date of Event: _____ Name of Organization: _____

Non-Refundable Reservation Fee (\$50): _____ Payment Method: Cash Check # _____

Rental Fee (\$200 per section/4 hrs; day rental: \$300 per section): _____ Cash Check # _____
Damage Deposit (\$250 per section): _____ Cash Check # _____

A \$50 nonrefundable reservation fee is required to reserve any Elberta facility. The balance of the rental fee plus a damage deposit of \$250 per section is due 30 days before the event. After the event, or after each day of a multiday event, the property will be inspected. If the area is free of trash and damage to sprinkler systems, walkways, lighting, signage, vegetation, and other park furnishings, the damage deposit will be returned. Trash or damage will result in charges to the applicant. Village residents receive a 25% discount on all rentals. All rentals are scheduled in minimum 4-hour increments. *Weekend rentals of Section A and/or B will not be scheduled more than 5 months in advance. Check with the Village Office for conflicts before planning your event. For indoor/outdoor events, consider renting our historic Elberta Life Saving Station, which includes the grassy area southeast of it up to Sections A/B.*

Rental Property
Check one or more.



Section A (Yellow) Section B (Blue) Section C (Purple)

This agreement entered into this _____ day of _____, 20____, between the Village of Elberta, (hereafter referred to as "Village") and _____ (hereafter referred to as "Licensee") for use/occupancy of the Festival Fields property described above under the terms and conditions specified in this Contract which is attached hereto and incorporated herein by reference. The Festival Fields section or sections will be rented on _____, 20_____.

The hours of possession will be _____ to _____. The event will be a _____.

The Licensee hereby agrees to pay a \$50 non-refundable reservation fee to secure the date of the rental. The reservation fee may be applied toward the rental fee. The reservation fee will lock in the rental fee rate at the time of the signed contract.

The rental fee, less the reservation fee, in the amount of \$_____ and a damage deposit of \$250 per section is due 30 days prior to the event. The damage deposit will be kept in an escrow account and refunded after the event, less any damage to the property or violations of this agreement as noted in the post-event inspection.

For events on these properties that are not open to the general public for free or at which alcoholic beverages will be served or sold, the Licensee is responsible for providing the Village of Elberta with a Liability Insurance Certificate and/or Declaration of Insurance in an amount no less than \$1 million (\$1,000,000.00) 30 days prior to the event, naming the Village of Elberta as additional insured. Insurance must include Host Liquor Liability coverage.

Licensee initials _____

Cancellation Policy: If the event is canceled 60 days prior to the reserved date, the Village will refund any damage deposit and rental fees, less the nonrefundable reservation fee. If the event is canceled within 30 days of the reserved date, the Village will refund the damage deposit only.

Make all payments payable to the Village of Elberta. Rates are subject to change without notice.

Licensee

Name: _____ Phone: _____

Street or Mailing Address: _____

City: _____ State: _____ Zip Code: _____

email address: _____

Festival Fields Rental Contract

Terms and Conditions

1. The Village Representative listed on page 4 of this contract shall be the primary point of contact for administration of this contract.
2. If alcohol is served as part of the event, no alcohol shall be consumed by minors, in accordance with Michigan State laws, Michigan Liquor Control Commission rules shall be followed, and the insurance policy shall provide for appropriate coverage limits for the use and service of alcoholic beverages on the premises, including Host Liquor

Liability coverage. The insurance shall include an express provision that the Village of Elberta is an additional insured party for this coverage.

3. Licensee shall use/occupy the premises for no improper or illegal purposes. No furnishings/fixtures shall be removed from the premises, and all furnishings shall be replaced to their original locations by 8 AM the morning after the event.
4. Per Michigan state law, it is illegal to consume marijuana products on public property, which includes the Elberta Waterfront Park.
5. Licensee agrees to release and hold the Village of Elberta harmless from any claims arising out of the Licensee's use/occupancy of the premises and indemnify the Village of Elberta for any claims that might be pursued against the Village of Elberta, including indemnifying the Village of Elberta for its costs and reasonable legal fees in defending actions(s).
6. Fire Pit: Any fire created in the Pavilion fire pit must conform to the Village Burn Ordinance, No. 43. Fire must be completely extinguished with water before the end of the event.
7. All trash and refuse generated by the event must be removed (including cigarette butts). Licensee is responsible for any additional trash bags.
8. All personal items from the event must be removed from the premises immediately after the event. Band Shell LIGHTS MUST BE TURNED OFF. A \$50 per hour fee will be charged to the Licensee until any personal belongings left on the facility property are removed. Any personal items left on the property will be documented in the post-event inspection and the fee to remove and store such items will be deducted from the damage deposit.
9. NO PROPERTY BELONGING TO THE VILLAGE OF ELBERTA SHALL BE REMOVED FROM THE PREMISES. If Licensee's event requires outdoor tables, chairs, tents, or any other furnishing, Licensee is responsible for renting or furnishing them separate from this contract.
10. If there is an event at the ELSS the next day, rental equipment must be removed by 7:30 AM the morning after the event scheduled in this contract.
11. All food, ice, and beverages must be removed from the premises before post-event inspection.
12. All decorations must be installed in a way that does NOT damage the premises. No nails, tape, tacks, or adhesive hooks (e.g., 3M Command Strips) shall be used on the walls or ceiling. (Poster putty or ties are acceptable.) All decorations shall be removed from the premises prior to the post-event inspection.
13. No driving on the grounds other than in the parking lots and areas designated by the Village of Elberta DPW Superintendent. Any damage to the grounds or sprinkler system shall be the responsibility of the Licensee.
14. All tent rentals will be handled through G.J.'s Rentals, Inc. Should a tent be needed for your event, G.J.'s Rental, Inc. will provide a price quote based on the requested tent size. Tent rental payments will be paid to G.J.'s Rental, Inc.
15. A Village of Elberta representative will conduct a post-event inspection. If the Licensee wants to be present for the post-event inspection, arrangements need to be made with the Village Representative at least one week in advance. During the post-event inspection, the Village Representative will assess the property for damage or violation of terms of this Agreement. After the Village Representative completes the inspection, an accounting will be provided to the Licensee as to any offset for damages to the property or for violations of the Agreement which will reduce the amount of the damage deposit. To the extent the inspection reveals damages which exceed the amount of the deposit, the Licensee shall remain responsible to pay for all damages.
16. **PARKING** Parking must be confined to the public parking lots and legal street parking and must not occur on private property or the grass, except for food trucks in preapproved areas. Vehicles parked on the grass, private property, or in such a manner as to obstruct fire/EMS vehicles or create a safety hazard will be towed at owner's expense. Events expected to draw overflow parking must submit a parking plan, which will be subject to Village approval.
17. Large events may be asked to provide a site map for EMS services and provisions for a first aid station, cooling station, evacuation route, etc., to be approved in advance.

Waterfront Park Festival Fields Rental Contract

I, _____ agree to rent the above specified Waterfront Park
Printed Name of Licensee
properties in accordance with the terms of this contract.

Licensee Signature **Date:** _____

I, _____ accept this rental contact on behalf of the Village of Elberta.
Printed Name of Official

Village Official Signature **Date:** _____

Contact information for Village Representative:

Village Clerk-Treasurer
151 Pearson St. PO Box 8
Elberta, MI 49628
231-352-7201 - phone | 231-352-4033 - fax
clerk@villageofelberta.com

All payments and signed contracts need to be delivered to the address above. **Make checks payable to Village of Elberta.**

List of Vendors (include contact name and phone number)

Any rental companies or food vendors must have on file with the Village of Elberta a letter of intent to do business and a copy of their liability policy naming the Village as the certificate holder.

Rental Co: _____

Caterer: _____

A/V Contractor: _____

Mobile Vending Unit: _____