



Village Office

151 Pearson Street · PO Box 8 · Elberta, Michigan 49628-0008

Phone: (231) 352-7201 · Fax: (231) 352-4033

**VILLAGE OF ELBERTA – REQUEST FOR PROPOSALS Rental Management Services –
Elberta Life Saving Station**

The Village of Elberta is seeking proposals from qualified individuals or firms to provide event management, booking coordination, marketing, and client communication services for the Elberta Life Saving Station, a historic waterfront venue.

The scope includes marketing and promotion, managing the booking calendar, coordinating contracts with the Village Clerk, maintaining communication with renters, and providing pre-event support. The Village will continue to maintain the building and grounds and handle payments and contract storage.

Proposals must include a cover letter, relevant experience, proposed approach, fee structure, availability, and references.

A one-year contract with an option to renew will be awarded. Submit proposals to:
Clerk@villageofelberta.com