



Rental Application and Agreement

6052 W. M115
Mesick, MI. 49668
231.885.1100
www.ellenscornersbp.com
ellenscorners@gmail.com

Date Submitted: _____

Event Date: _____

Renter: _____

Event Time: _____

Contact Person: _____

Event Description: _____

Address: _____

Notes/Comments: _____

City: _____

Phone: _____

RENTAL RATES

Up to 5 hours \$75.00

All Day \$150.00

Wedding \$200.00

Booking Fee: \$50.00 per event and is **NON-REFUNDABLE (included in Rental rates)**

Security Deposit: \$200.00 (refunded approx. 15 days after the event if there is no damage or additional cleaning required)

If available keys can be picked up early with a \$25 fee.

General Information

1. Applicant is responsible for reading all information and for complying with all rules and regulations.
2. The individual signing the Rental Application and Agreement personally guarantees the obligations of the organization or group using the Hall.
3. A \$50.00 non-refundable Booking Fee is required with this Application. The Booking Fee is included in the rental fee. This can either be paid in two separate checks (*meaning the booking fee and rental fee in one check and the Security Deposit in another*) or in cash. **Payment and deposit must be dropped off to Kim Ellens or Jenni Russell at least 45 days prior to the scheduled event to hold reservation.** If event is scheduled less than 45 days from event, payment must be within 15 days to hold reservations.
4. Ellens Corners is not responsible for claims for personal injury or death, or for damage to or loss of property relating to rental of or occurring at the Hall property.
5. Individuals or organizations granted use of the Hall agree to be responsible for any loss or damage caused by such use and agree to indemnify, defend, protect and hold the Hall harmless from all claims and damages arising from their use of the Hall.
6. No animals, except service dogs, are allowed in the Hall facility.
7. No smoking or open flames are allowed in or around the Hall facility. State Law prohibits smoking within 20 feet of public entrance.
8. Applicant may not store items in the Hall prior to the event. Unless approved by Manager and a \$25 fee has been paid. Items left for more than 7 days after an event will be considered abandoned and shall become the sole property of Ellens Corners, which will be free to dispose of any such item(s) as it sees fit.
9. Posters and any publicity must be approved by Ellens Corners in advance. Unapproved publicity may be cause for cancellation.

Facility Information

1. There is a possibility of power outages during rental events. The Hall is not responsible or liable for power outages
2. The rental includes the facility and available equipment, but does not include the grounds or areas outside the facility (some equipment requires a fee). Equipment and fixtures in the Hall may not be removed or altered under any circumstance. No structural or electrical changes to the Hall may be made.
3. The facility rental will not be granted (and any rental agreement will be cancelled) under the following conditions:
 - a. Hazardous Activities: When activities of a hazardous nature endanger persons or property.
 - b. Prior Circumstances: When Applicant has mistreated the facility or violated facility use policies during a prior event.
 - c. Failure to make rental payment within minimum times provided.
 - d. Incompatibility with another facility reservation.

4. Table decorations and free-standing decorations are allowed. No decorations may be placed on the walls unless adhered with blue painters tape.

Cancellation Policy

1. If the reservation is canceled less than 30 days in advance of the event date, the entire security deposit will be forfeited.
2. Cancellation of your reservation by Ellens Corners will occur if:
 - a. The application is found to contain false or misleading information.
 - b. The proposed use would be detrimental to the health, safety, general welfare or efficient operation of the Hall facility.
 - c. Should any individual, group, member, or guest willfully or through gross negligence, mistreat the staff, equipment, facility, or violate state or local ordinance.
 - d. Failure to make rental payment within minimum times provided.
 - e. If Applicant defaults on or has not completed all conditions and requirements for use of the facility.
 - f. If the facility is needed for emergency use.
 - g. Circumstances arising from natural disasters, power outage, or other unusual situation.

Cleaning

1. Because people tend to "get out for air" during large gatherings and may leave debris behind, it is suggested that all applicants assign someone to check cleanup outside of the Hall. A cleaning fee may be charged if outside cleanup is necessary.
2. The Applicant is liable for the replacement or repair of any fixtures, furniture or equipment damaged at the event. The security Deposit paid is for cleaning, damage, unscheduled time and overtime and is a refundable deposit if all conditions are met. Each group is REQUIRED to do the following.
 - a. All tables and chairs used by a group must be left clean. This includes removing all decorations, tape and table coverings.
 - b. All decorations must be removed and properly discarded. The use of thumbtacks, staples, nails, glue or similar hardware or materials to hang decorations is prohibited.
 - c. If the kitchen is used, the refrigerators, ovens, stove, sinks and countertops must be left clean.
 - d. **Bathrooms must be cleaned**

If you have any questions please feel free to call Jenni at 231-409-4678

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Name of Applicant

Signature

Date