



P.O. Box 209 / 580 N. Main St., Frankenmuth, MI 48734
 (989) 249-9268 / events@uptownnorthmain.com

Community Room(s) Rental Agreement

	Community Room A & B	Community Room A	Community Room B
Friday - Sunday	\$300.00 per day	\$200.00 per day	\$100.00 per day
Monday – Thursday	\$75.00 per day	\$50.00 per day	\$25.00 per day
Weekend - Multiple Days (2 Days)	\$450.00 total	\$350.00 total	\$150.00 total
Weekend - Multiple Days (3 Days)	\$700.00 total	\$500.00 total	\$200.00 total

A deposit of half the rental fee is required at time of booking and is non-refundable. The balance is due one (1) week prior to the event.

In addition to the rental fee, a \$125 damage deposit is required to cover and include, but not limited to:

- Broken chairs at cost of \$50 per chair
- Broken/damaged tables at cost of \$125.00 per table
- Unclean floors at a cost of \$75
- Garbage not taken care of at a cost of \$100
- Non-timely return of key fob at a cost of \$50
- Fire Alarm set off resulting in fire department fee cost of, but not limited to, \$300
- Damage to any other property will be assessed on a per item basis. Lessee is responsible for any additional charges up to the full value of damages

CANCELLATION:

All cancellations must be made in writing at least thirty (30) calendar days prior to the event date. There are **no refunds for any deposit**. Renter(s) is responsible for payment in full if event is cancelled within 30 days of event date. Renter(s) recognize that the foregoing cancellation policy is not intended to be punitive, but reflect Owner foregoing actual or potential business opportunities in reserving the venue for Renter(s) and diminished ability to rent the venue within 30 days or less prior to an event date. **Renter Initials** _____ **Date** _____

INSURANCE:

For business rentals, certificate of insurance is required for general liability. The renter's insurance agent will issue the licensee a one-day certificate. For personal rentals, proof of homeowners' or renters' insurance is required. FCU must receive certificate or proof of insurance at least 30 days prior to the day of the event. The minimum liability coverage required is \$200,000.00.

FACILITY SET-UP:

Room Size

- Community Room A: 1,715 sq. ft.
- Community Room B: 820 sq. ft.
- Community Room A & B: 2,535 sq. ft.

Capacity

- Community Room A: 144 meeting style
- Community Room B: 64 meeting style
- Community Room A & B: 208 meeting style

Tables & chairs available

- 64 - 18"D x66" L tables
- 16 – 18"D x 72" L tables
- 208 chairs available

PARKING:

- Parking is available in parking lots in front, back and southeast side of the building.
- Elevator is best accessed from front doors.

RESTRICTIONS:

- Non-smoking facility - smoking is allowed outside of building in designated smoking areas only.
- Everyone must be out of the building and clean up completed no later than 1:00 a.m. Any overtime for tear down past 1:00 a.m. will be billed at \$100/hr. **Renter Initials** ____ **Date** _____
- No candles or smoke/fog/steam machines allowed.
- Renter must have a cell phone in Community Room during rental for emergency calls.
- Pets of any kind, excluding leader dogs, are not permitted.
- Horseplay, running, rollerblading, skateboarding, bikes or ball type games are not permitted.
- Writing on floors, tables and walls is not permitted.
- The use of tape, tacks or nails to hang decorations is not permitted.
- No fine glitter, feather boas or mylar confetti is allowed

ALCOHOL:

- Permitted, however a cash bar is NOT allowed.
- Alcoholic beverages are NOT to be served to anyone under the age of 21 years old. The Renter agrees and takes full responsibility in ensuring that no guest under 21 is served.

INCLUDED:

- Tables, chairs and use of kitchen.

NOT INCLUDED:

- Clean-up, cleaning products, kitchen utensils or security

CLEAN UP:

- Garbage must be removed from garbage cans and must be placed in the kitchen on the carts that are provided
- All decorations must be removed the day of the event
- Floor must be swept
- Kitchen must be cleaned and picked up
- All manual lights turned off
- A broom and dust pan will be available in the kitchen.

INDEMNITY / DAMAGES:

Renter agrees to defend, indemnify and save harmless from and against all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses (including without limitation, reasonable attorneys' fees and expenses) imposed upon or incurred by or asserted against Frankenmuth Credit Union by reason of (a) any accident, injury to or death of renters or loss of or damage to facility occurring on or about the facility or any common area of the facility resulting from any act or omission of renter or its employees, agents, representatives; or invitees (b) any failure on the part of renter or its employees, agents, representatives or invitees to perform or comply with any of the terms of this Agreement. In case any action, suit or proceeding is brought against Frankenmuth Credit Union by reason of any such occurrence, renter will, at renter's expense, using legal counsel, resist and defend such action, suit or proceeding, or cause the same to be resisted and defended. Any settlement of any claim must be approved by Frankenmuth Credit Union. Damage to any Frankenmuth Credit Union property will be assessed to the Renter based on current repair or replacement cost.

AUDIO / VISUAL:

- Sound system, projector and podium with microphone are available at an additional charge of \$50.
- If you need instructions on equipment usage, you must schedule an appointment prior to your date of rental Monday through Friday between 9-4.
- You are required to supply your own VGA or HDMI cables that will be necessary to connect your equipment to the projector.
- **There will not be any support or cables available on the day of your rental.**



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<input type="checkbox"/>	Personal
<input type="checkbox"/>	Business
<input type="checkbox"/>	Non-Profit / Employee

Community Room(s) Rental Agreement

Name: _____	Business/ Non Profit: _____
Address: _____ _____	Phone: _____
Rental Date(s): _____	Email: _____
Type of Event: _____	Time: _____
Guest Count: _____	Set-up Date/Time: _____

EQUIPMENT REQUIRED:

TABLES: Yes or No CHAIRS: Yes or No USE OF KITCHEN: Yes or No

AUDIO/VIDEO: Yes or No PROJECTOR: Yes or No SCREEN: Yes or No PODIUM: Yes or No

SPECIAL INSTRUCTIONS:

I HAVE READ AND AGREE TO ALL THE TERMS AND CONDITIONS ABOVE.

Signature: _____

Renter: _____ Date: _____

FCU Representative: _____ Date: _____

OFFICE USE ONLY	
Rental Cost	
<input type="checkbox"/>	Community Room A _____
<input type="checkbox"/>	Community Room B _____
<input type="checkbox"/>	Community Room A & B _____
Deposit Amount Paid: _____	
Deposit Date Paid: _____	
Balance Due: _____	
Balance Due Date: _____	
Insurance Certificate Received: Yes or No	
Liability Coverage: \$ _____	
Key FOB returned: _____	