



Village of Freeport, PO Box 10, 200 State St., Freeport, MI 49325

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

Village Hall Rental Agreement

Date of Reservation _____

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 _____

Conditions for Rental

Keys to the hall can be picked up Monday or Friday before your rental between 9am and 1pm at the Clerk's Office in the Community Center. Return keys after use to Clerk's Office within those times or deposit keys in the drop box located outside the front door of the building.

7 DAY CANCELATION POLICY: Deposit will NOT be refunded if reservation is not canceled 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 left in the same (or better) condition as accepted on the day of the rental and be properly cleaned, or Rental Deposit will not be returned. Place all refuse in provided containers.

The Renter is responsible to pay The Village of Freeport actual costs for any damage 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 agree 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.

Rental Fee Schedule

Rental Deposit \$50.00 (Returned upon satisfaction of Conditions)

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)

To the fullest extent permitted by law, I and 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 cost 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 other 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 _____

THE \$50 DEPOSIT IS DUE UPON ROOM RESERVATION AND IS NON-REFUNDABLE SHOULD THE INTERESTED PARTY NOT SHOW UP FOR THE EVENT.

Initial: _____