

**Central Park Place
RESERVATION AGREEMENT**

421 Columbus, Grand Haven, MI 49417
centralparkplace@grandhaven.org

(616)842-2550

Agreement Date:

Name of Responsible Party:

Name of Event/Organization:

Guest Count:

Contact Email/Phone Number:

Four Hour Rental

Rental Day/Date:

Eight Hour Rental

Rental Time:

Event Start Time:

Event End Time:

Type of event:

**Will your event include?
(Select all that apply)**

Room Requested

Alcohol

Kitchen Use

Screen/Projector

Food

Dancing

Microphone

Caterer

Music

Set Up Required:

Caterer Contact Information:

Additional Set Up Notes:

Beverage Service Contact Information:

Signature Needed

Renter Signature

Renter Printed Name

Date

Address/City/State/Zip

Community Affairs Manager

Date

(Signature of CAM)

Liability/Damage

1. Central Park Place (CPP) reserves the right to inspect and control all functions. Liability for and damage to the premises will be the responsibility of and charged to the sponsoring person or organization. The party in charge of the function is responsible for the conduct of all attendees.
2. Central Park Place will not assume responsibility for the damage or loss of any merchandise or articles left in the facility prior to or following the scheduled event. Arrangements for the security of exhibits, merchandise or articles set up for display must be made by the renter prior to the event.
3. Central Park Place requires a property damage deposit for events. The damage deposit is totally unrelated to the fee required to reserve the event space. Pending the result of a full inspection of the facility by City Staff following the event, all or a portion of the deposit will be returned.
4. The renter agrees to indemnify and hold harmless Central Park Place/City of Grand Haven, its agents, and employees from and against all claims, damages, losses, and expenses including attorney fees arising out of, or resulting from claims from the leasing of the facility.

Unforeseen Events

If, for any reason, an unforeseen event occurs, including but not limited to: fire, casualty, labor strike or any other unforeseen occurrence which renders impossible the fulfilling of any term of this lease agreement, the renter shall have no right to claim for damages against Central Park Place/City of Grand Haven.

With your full payment and signature, you contract with the Central Park Place staff and facility and agree to adhere to all of the specified contract information. Please submit damage deposit, dated the day of your event. This is an agreement between the "renter" and Central Park Place. I (renter) have read and received a copy of the Rental Guidelines and clearly understand what my responsibilities and duties are. I (renter) assume responsibility for proper payment of all charges outlined above and agree to pay in full to secure rental, including the damage deposit. If any additional costs are incurred during the time of event, Central Park Place will bill for those services and/or items.

For Office Use Only

Rental Fee:

Payment/Date: \$

Amenities:

Payment/Date: \$

Alcohol:

Total Rec'd: \$

Damage Deposit Fee:

On Site Supervisor Fee:

We accept cash, check and on-line payments. Debit and Credit Card payments include a 3% fee, when paying online. Full payment is due, along with the contract and damage deposit in order to secure your rental.

A separate refundable damage/security deposit is required, \$100 for events w/out alcohol, \$200 for events w/alcohol and \$500 for receptions and is due at the time the rental agreement is signed.

**Send signed rental agreement and proof of payment to
centralparkplace@grandhaven.org**

Following the event, if the rental space is left in satisfactory condition, all charges have been paid in full and the event is out by the agreed upon rental time, the security deposit will be refunded. The damage deposit can be paid separately online, or by check (dated the date of the event).

Additional charges that are incurred during the event will be deducted from the damage deposit.