

Rental Agreement

Below is a list of prices for available rental locations. Half of the total rental price (retainer) is required to reserve the requested date. Not all locations include tables and chairs.

Location	Hourly		Weekday		Weekend	
	Resident	Non	Resident	Non	Resident	Non
Community Room – AJ Smith Rec Center *+ <i>capacity: 60</i>	\$35	\$35	\$125	\$150	\$250	\$275
Smith House *+ <i>capacity: 30</i>	---	---	\$125	\$150	\$250	\$275
Hayden-Ford Mill: winery * <i>capacity: 50</i>	---	---	\$125	\$150	\$150	\$175
Gym rental – AJ Smith Rec Center <i>capacity: 158</i>	\$85	\$85	---	---	---	---

* Denotes required \$600.00 Damage Deposit

+ Denotes tables and chairs provided

Early Set-up

Set-up the night before can be done for \$100 based on availability. City of Tecumseh and the Parks and Recreation Department are not responsible for items left overnight.

Key Information

Weekend renters must pick up keys on Thursday between 9:00am & 8:00pm or Friday 9:00am & 2:00pm at the AJ Smith Rec Center at 810 N. Evans Street. Return keys the Monday immediately following your rental between 9:00am & 8:00pm.

Entire building Rentals

Rental for gym use only (i.e. basketball tournament): \$2,000.00 per day

Rental requiring flooring (i.e. banquet, reception, etc.): \$1,250.00 per gym per day

Whether use of protective flooring is necessary is determined by the Parks and Recreation Director.

Early set-up/late tear down (Friday set up must be after 4:00PM): \$500.00

Damage deposit \$1,000

RENTAL POLICY

1. Half of the rental fee (retainer) is required to reserve the date.
2. All rental fees and security deposits must be paid in full prior to rental date.
3. Cancellations made 3 weeks prior to the date of rental will receive a refund less a \$25 administrative fee. Cancellations made less than 3 weeks prior to the date of rental will forfeit the retainer.
4. Renter agrees to follow all COVID guidelines and limitations set by national, state, local health officials and/or government.
5. The renter must be present for rental. He/she is responsible for the facility and agrees to abide by all policies state in the agreement.
6. Rented space is **ONLY** available the day of rental during scheduled time. If you need to set up early or tear down the day after there is an additional fee to do so. If the renter sets up the day prior or after without approval, a \$100 fee from their damage deposit will be assessed.
7. Gyms are under video surveillance and rental building/property is a smoke free campus.
8. Department approval required for alcohol at any event.
9. The City of Tecumseh is not liable for any property damage and/or bodily injury which may occur to persons using the facility.
10. The renter is responsible for all setup, take down, and clean up. Please unload/load only in parking lot.
11. Security deposits will be returned after the facility has been inspected. Any breach of this agreement or damage to facilities will results in the forfeiture of all or a portion of the security deposit.
12. The City of Tecumseh Parks and Recreation Department reserves the right to amend and/or cancel this agreement at any time.

ALCOHOL POLICY

Alcoholic beverages are permitted provided renter adhere to the following guidelines:

1. All functions serving alcohol must first be approved by the Parks and Recreation Director and subject to final approval by the City of Tecumseh. Serving alcohol is only permitted by obtaining special permission from City Council prior to the event. City Council meets the first and third Mondays of every month. You will need to have approval 90 days prior to your event. The Parks and Recreation Director can assist you with this process.
2. Function must be closed and by invitation only event. Renters must use a licensed bartender(s) to serve alcohol and must be the sole server(s). The bartender or caterer must supply the City with a copy of all appropriate insurance and valid licensing from the Michigan Liquor Control Commission at least 24 hours prior to rental date.
3. Any arrangements made for serving of alcoholic beverages must comply with all state and local ordinances, licenses, and laws. Observations of violation by staff of the City of Tecumseh will require the party to stop serving all alcohol immediately and forfeiture of any and all deposits. The rental party must strictly adhere to all alcohol laws and serve responsibly.
4. All renters wishing to serve alcohol must rent the entire Rec Center included floor covering.
5. A security deposit of \$1,000 is required when the building keys are picked up. The deposit is returned to the renter if the policy is upheld by the rental when building keys are returned.

DAY/DATE OF RENTAL _____

NAME OF RENTER _____ NUMBER OF GUESTS _____

ADDRESS _____ CITY _____

STATE _____ ZIP _____ PHONE(S) _____

RESIDENCY: CITY OF TECUMSEH TECUMSEH TOWNSHIP RAISIN TOWNSHIP OTHER _____

PURPOSE OF RENTAL _____ TIME OF EVENT: _____

I agree to the terms and conditions as outlined in this rental packet.

SIGNATURE _____ DATE: _____

OFFICE USE ONLY

Area to be rented:

- Community room only
- Community room + gym
- Gym only
- Smith House
- Hayden-Ford Mill: winery
- Entire building – with flooring
- Entire building – no flooring
- Gym and community room – flooring
- Gym and community room – no flooring

Total Price: _____ **Retainer paid – 50% of rental:** _____ **Final Balance:** _____

Method of payment for retainer (circle one): Cash Check# _____ Credit Card

Received by: _____ Date: _____

Method of payment for final balance (circle one): Cash Check # _____ Credit Card

Received by: _____ Date: _____

Damage Deposit Date: _____ Amount: _____ Check #: _____

Received by: _____ Key # _____

Damage Deposit in the amount of \$_____ returned to _____ on (date): _____

Staff person initials returning damage deposit _____

Renter called about key pick up (date & initials): _____ Pick up date/time: _____

<u>Entire building rental</u>
Signature of Parks and Recreation Director approval _____ Date: _____
Date of City Council meeting for alcohol approval: _____ Result: _____
Early set up (date): _____ Fee (amount/date paid): _____
Late tear down (date): _____ Fee (amount/date paid): _____

Gym Equipment:
<input type="checkbox"/> Basketballs
<input type="checkbox"/> Floor Hockey
<input type="checkbox"/> Ping Pong
<input type="checkbox"/> Pickleball
<input type="checkbox"/> Dodgeballs
<input type="checkbox"/> Nerf darts