



FACILITIES RENTAL AGREEMENT

CONTACT NAME: _____

LESSEE NAME (if different than Contact Name): _____

Phone: _____ Email: _____

Name and purpose of meeting: _____

Expected attendance: _____

Date of reservation: _____ Start time: _____ End time: _____

Please allow at least 30 minutes for set up and tear down

Please check one:	5-8 Hours	3-4 Hours	0-2 Hours
<input type="checkbox"/> Full Room (72 person maximum)	\$350	\$250	\$210
<input type="checkbox"/> 2/3 Room (48 person maximum)	\$235	\$180	\$140
<input type="checkbox"/> 1/3 Room (24 person maximum)	\$120	\$105	\$75

**Corewell Health associates, Tamarac Corporate Partners, and non-profit organizations receive a \$25 discount.*

Please check items needed: (All rooms have computer and AV equipment)

- Easel/white board
- Clickshare
- Team conference phone
- Lapel microphone
- Kitchen access (next to Room 1)

The Café at Tamarac is available for catering. Call (231) 924-0528 for menu options.

By signing below, Lessee agrees to this Facilities Rental Agreement including the Rules and Regulations attached hereto as Exhibit A.

Signature: _____

Date: _____



**Exhibit A
Rules and Regulations**

1. **ROOM RENTAL FEE:** The Meeting Room (“Room”) is partitioned into thirds. The Room may be rented in its entirety, two-thirds section or a one-third section. There will be a \$25 service fee charged for all returned checks.
2. **RESERVATION TERMS:** Your security deposit of 50% along with this signed agreement is due within five (5) days of your reservation. The total balance is due seven (7) days prior to the time of rental or at the time of reservation should the reservation be made within seven (7) days of use. Lessor reserves the right to keep your security deposit and automatically forfeit your reservation rights if payment of the fee is not received on the due date.
3. **SET UP AND TEAR DOWN:** Tables, chairs, and AV equipment are provided. Each 1/3rd section includes 24 chairs and 12 tables. Lessee is responsible for room setup and tear down. Prior to leaving, Lessee shall complete the following tasks:

	Place trash in receptacle
	Remove leftover food
	Remove all discs, drives, or cables from AV equipment
	Log off computer. Please do not turn off screens
	Place tables and chairs back in original locations
	Turn off lights

4. **MINIMUM AGE:** You must be eighteen (18) years of age to rent the Room or any portion thereof and provide proper identification (i.e. valid driver’s license).
5. **HOURS OF USE:** The Room is available for use during Tamarac business hours. Lessee shall not use Room beyond the reserved times, including time to set up and tear down.
6. **FOOD:** Lessor or its employees are not responsible for food or drinks, which are delivered ahead of the scheduled activity or left after the activity. Catering is available onsite through our Café.
7. **DECORATIONS:** When decorating, only freestanding decorations can be used. Nothing is to be affixed to the walls, ceiling, windows, or doors. Use of open flame candles, taper candles, confetti and glitter is strictly prohibited. NO signs outside of rooms.
8. **CLEANUP:** The Lessee is responsible for cleanup and removal of decorations. All trash must be bagged and deposited in the waste receptacle. If the facility is not cleaned the renter will be billed for time and materials.
9. **KITCHEN USE:** The teaching kitchen may be available if requested. All food, supplies and materials must be removed at the completion of your event. You must provide your own table services, serving items, paper and plastic supplies and equipment. Tamarac supplies and kitchen equipment are not available for use.
10. **GAMBLING, ALCOHOL AND SMOKING:** Gambling, serving of alcoholic beverages and smoking are strictly prohibited on Tamarac property.



11. **ROOM CAPACITY:** The number of persons attending any function shall not exceed the capacity specified in the Facilities Rental Agreement.
12. **LEGAL:** Lessee will comply with all laws of the United States and the State of Michigan, and with all ordinances of the City of Fremont, in its said use, and will not permit anything to be done on said premises in violation thereof. If Lessee or its guests violate any of the terms or conditions of this Agreement, Lessor shall have the right to immediately terminate this Agreement without notice of refund, and Lessor may pursue all of its rights and remedies at law or equity including, without limitation, the right to recover court costs and attorney fees. Lessee hereby agrees to indemnify and hold Lessor harmless from and against any and all claims, including any claimed litigation expenses, court costs, or attorney fees arising out of Lessee's said use of these premises and to indemnify and hold Lessor harmless from and against any judgment based on any such claims. Lessor makes no representation or warranty as to the suitability of the Room or any portion thereof to Lessee.
13. **CANCELLATION:** Should Lessee decide to cancel their reservation, the amount received is refundable upon written request to the Lessor for its approval, a minimum of five (5) calendar days prior to the rental date. No rain checks or refunds will be given due to bad weather or late cancellations. Approval of this Agreement has been granted with the understanding that the Lessor reserves the right to cancel this Agreement, with or without notice, and refund all monies paid in the event that the facility becomes unavailable because of some physical condition. If Lessee violates any of the terms and conditions of this Agreement, Lessor shall have the right to immediately terminate this Agreement without notice or refund, and Lessor may pursue all of its rights and remedies at law or equity including, without limitation, the right to recover court costs and attorney fees. Lessee hereby agrees to indemnify and hold Lessor harmless from and against any and all claims, including any claimed litigation expenses, court costs, or attorney fees arising out of Lessee's said use of these premises and to indemnify and hold Lessor harmless from and against any judgment based on any such claims.
14. **LESSEE RESPONSIBILITY:** Lessee is solely responsible for the conduct of all persons entering the Tamarac, The Center for Health and Well-Being and the Room.
15. **PERSONAL PROPERTY:** Lessor assumes no responsibility whatsoever for any property placed in or on the Lessor's premises (including but not limited to the parking lot and the Room) by Lessee and/or Lessee's guests. Lessor is hereby expressly released and discharged by Lessee from any and all liability for any such loss. All personal property must be removed from the premises at the conclusion of the event.
16. **RIGHT OF REFUSAL:** Any matters not covered by said rules and regulations of this Agreement shall be at the discretion of the Lessor herein. The Lessor reserves the right to refuse rental of the Room.
17. **ADMISSION FEES, TICKETS, AND DONATIONS:** No tickets, admission charges, or donations will be allowed as part of Lessee's use of the Room.
18. **ADVERTISEMENT/PUBLICITY:** Lessee shall not use the name, symbols or marks of the Lessor or make any form of representation or statement with regard to Lessee's use of the Room which would constitute an express or implied endorsement by the Lessor of Lessee's activities. Lessee shall not display promotional or advertising material without Lessor Marketing Department's prior written consent.