

City of Iron Mountain

CITY PARK PAVILION RENTAL AGREEMENT

Rental Date: _____ out of season? (see below)

Receipt # _____

IT IS HEREBY AGREED BETWEEN the undersigned and the City of Iron Mountain that the rental rates and security deposit required for rental of the Pavilion at City Park are as follows:

DEPOSIT ONLY-Community event submitted to Council for fee waiver approval

RESIDENTS:

*Address inside City limits

Monday-Thursday (\$100 + deposit) \$175.00

Friday-Sunday & Holidays (\$200 + deposit) \$275.00

NON-RESIDENTS:

*Any address outside of Iron Mountain City limits, including Breitung Township, Kingsford, etc.

Monday-Thursday (\$125 + deposit) \$200.00

Friday-Sunday & Holidays (\$250 + deposit) \$325.00

ADDITIONAL BUILDINGS:

Small buildings (must have a pavilion rental) Qty ___ @ \$10.00 Each

Small buildings cannot be utilized for storage outside of paid rental days.

DEPOSIT OF \$75.00 CAN BE HELD FOR DAMAGES AND/OR CLEANING

RENTERS NAME: _____

RENTERS ADDRESS (Deposit will be mailed here): _____

RENTERS PHONE #: _____

DATE: _____

IT IS FURTHER UNDERSTOOD that the entire rental rate shall be paid to the City of Iron Mountain at the time of reservation. **Rental fees are non-refundable.** If the reservation is cancelled before May 1st, the City shall be obligated to refund only the security deposit. Rental fees will be refunded if any governmental law or order prevents a gathering from occurring. The rental of the pavilion is from **7:00 am until 11:00 pm**. Keys are to be returned to the Police Department. (if window is closed use the phone by the front door to call an officer to meet you) The renter is responsible for: 1) Clean-up of buildings and grounds **before 6:00 am**. On the day following the rental and 2) Damages to facilities during rental period. ***The security deposit will be subject to forfeiture to offset the cost of damages, staple and fastener removal, or clean-up. Damages exceeding the deposit amount will be invoiced.*** The security deposit you paid to rent the City Park pavilion will be refunded to you once the City Hall has been notified by the Public Works Department that the pavilion has been left in good condition/cleaned following your use. Deposit return is usually made within seven to ten days following the date of rental. **Renters may NOT deliver or store equipment** or items prior to their paid rental dates. The City is not responsible for theft or damage of equipment or items delivered or used by renters. Early access for decorating is not guaranteed.

OUT OF SEASON RENTAL: *Season begins the last weekend in May and ends the last weekend in September. The pavilion is not heated or winterized. Rentals prior to the first day and last day are weather permitting on a case-by-case basis and may not include access to bathrooms or*

running water. Renter acknowledges that they **are not guaranteed bathroom access or running water** if they utilize the park outside of regular season dates.

CITY PARK PAVILION RENTAL AGREEMENT CONTINUED...

RULES AND CHECKLIST

1. ABSOLUTELY NO SMOKING IN THE PAVILION.
2. ABSOLUTELY NO NAILS, SCREWS OR STAPLES. PUSH PINS ONLY.
3. All garbage must be removed from pavilion and placed on deck outside of kitchen door.
4. All decorations must be removed and disposed of properly.
5. All tape must be removed from tables or other surfaces.
6. All food and beverages must be removed from freezers, refrigerator and keg cooler.
7. Any spills should be mopped clean.
8. All floors need to be swept clean. Areas near the food tables, kitchen, and bar need to be mopped.
9. All appliances need to be cleaned; stove, refrigerator, freezer, counters, tables and sink.
10. All tablecloth holders need to be returned to the clear container in the kitchen. Push pins need to be returned.
11. All windows and doors need to be locked.
12. All lights need to be turned off when final checks are done and leaving for the night.
13. All grounds outside the pavilion must be cleared of loose garbage and/or any chalk drawings on sidewalks.
14. Bathrooms need to be checked and cleaned: sink and counter wiped, toilets brushed and seats wiped if needed.
15. Everything must be done by 6:00am and keys returned to the police dept.
16. Failure to comply with any of the above may result in forfeiture of your deposit.

I have read and agree to the terms and conditions above _____

Signed by Renter

HOLD HARMLESS AGREEMENT

The undersigned does hereby specifically agree to hold the City of Iron Mountain harmless from any and all liability arising out of or in conjunction with a certain function which is planned for the date stated below on property owned by the City of Iron Mountain for which a use permit has been requested, provided that such liability arise either in whole or in part from the negligence of the party or group utilizing City property. It is further agreed and understood that the undersigned will further defend any and all such claims as may be brought against the City of Iron Mountain arising out of or in connection with the proposed function.

Please Choose One Below:

- It is specifically stated that alcohol will not be sold, either directly or indirectly, as part of this function.
- It is specifically stated that alcohol will be directly or indirectly sold and consumed as part of this function. The undersigned agrees to obtain such licenses as may be necessary therefor and will further provide insurance coverage in favor of the City of Iron Mountain covering both the use of said premises and the sale and consumption of alcohol as part of this function in favor of the City of Iron Mountain which shall be effective all during the course of this event in the minimum amount of One Million Dollars (\$1,000,000.00).

In all cases, it is understood and agreed that the proposed use shall not be authorized or permitted unless the foregoing has been complied with as a condition precedent. In the event that alcohol is to be consumed as part of the foregoing, then the undersigned further represent that no alcohol shall be provided to a visibly intoxicated person or to a person who is less than 21 years of age.

I have read and agree to the terms and conditions above _____

Signed by Renter

Frequently Asked Questions

How many people does the pavilion hold?

The occupancy rating inside the Pavilion is 150.

What amenities are included with the pavilion?

The pavilion includes a full kitchen with refrigerator freezer, electric range, sink, serving window and a double refrigerator/cooler in the main hall, 10 picnic tables for seating and two serving tables. The building is NOT air conditioned or heated. Four box fans are provided. Bathrooms are located in the Bocce Ball building next to the pavilion. Keys are provided for the bathrooms and bathrooms must be locked again at the end of the rental. A keg cooler and bar are available in the main area (please note: keg cooler is secured to the floor and not movable).

Are dishes or utensils provided?

The kitchen does not include pans, dishes, or utensils. Renter should bring their own if needed.

Can we decorate? Are there any restrictions on how we can decorate?

Renters can bring any decorations as long as their application does not puncture or cause damage to walls or other surfaces. **No nails, screws, or staples are allowed.** Use of nails, screws, and staples may result in forfeiture of deposit. Push pins are provided for securing decorations to walls. All pins must be removed and returned to the bin for the next renter. Clips are also provided to secure tablecloths to tables. If tape is used ALL fragments of tape must be completely removed from tables and surfaces.

How early can we get in to the pavilion to decorate etc.? Can we get the keys early or decorate the night before?

Officially, your rental period only includes the days paid for beginning at 7am and ending at 11pm. The City Manager may occasionally allow early access for minor setup and decorating on a case-by-case basis if the pavilion is not rented the prior day. Early access is after 5pm the evening before the rental date. Early access shall not include use of the facility other than for preparation. The renter is required to call on the day before their rental to request early access. Access to the pavilion prior to the paid rental period cannot be guaranteed. Renters who require extra preparation time or delivery and set up of equipment prior to their date are advised to add the appropriate days to their rental. Saturday rentals may add a Friday rental at a discounted rate.

Can we arrange equipment delivery like soda machines prior to our rental day?

Officially, your rental period only includes the days paid for beginning at 7am and ending at 11pm. Accommodation for delivery of equipment (soda machines etc.) outside of the rental dates is not guaranteed. Delivery of equipment may be occasionally allowed on a case-by-case basis if the facility is not being utilized on the delivery date. Renter shall assume all liability and hold City harmless for such equipment. Renters who require extra preparation time or delivery and set up of equipment prior to their date are advised to add the appropriate days to their rental. Saturday rentals may add a Friday rental at a discounted rate.

Where do we pick up the keys?

Keys can be picked up the morning of the rental at the Iron Mountain Police Department at 111 E Fleshiem St.

Can I send another person to pick up the keys?

Keys must be picked up by the person who signed the documents. The renter has the option to contact us with an alternative person at least one business day before the rental date so it can be noted with the Police Department. The renter or the alternative will be required to show picture ID to pick up keys.

Where and when do we return the keys?

Keys should be returned to the Police Department the night of the rental. If the window is closed use the phone at the entrance to call an officer to meet you for the keys.

When do we have to be out and cleaned up? Can we clean the next day?

The park officially closes at 11pm. The rental period ends at 11pm. Clean-up is generally required before the next day. Workers must inspect and have the facility clean and ready for the next renter prior by 6am the next day. If the inspection occurs before you have completed cleanup your refund may be retained.

What do we have to clean? Do we have to mop etc.?

A check list is provided with key pickup. The pavilion and surrounding grounds should be returned to a clean condition acceptable for the next renter. If you should find unacceptable conditions, damaged items, or things prohibited on the list at the start of your rental it is important to report or photograph such items so they will not affect your inspection and deposit release.

Are garbage bags provided or do we bring our own? Where do we put the garbage?

Garbage bags are provided. Garbage must be placed in the large bins located outside of the pavilion and throughout the park.

When will I get my refund back?

The security deposit will be refunded to you once the Finance Department has been notified by the Public Works Department that the pavilion has been left in good condition/cleaned following your rental. Payment is usually made within seven to ten days following the date of rental. If you have not received your refund after ten (10) days, please contact City Hall at 906-774-8530