

Drake Farmstead Carriage Barn: Rental Application for Public Events

927 North Drake Road, Kalamazoo MI 49006

Are you an Oshtemo resident, property or business owner? ___ Yes ___ No Are you a first time renter? ___ Yes ___ No

Name/Business: _____ Address: _____

Phone: _____ Email: _____ MI Tax ID _____

Group contact person/phone: _____ Will alcohol be served? ___ Yes ___ No

Type of event: _____ Number of People Expected: _____

Rental Period Requested—Day of the week, date, and time:

M T W TH F SA SU ____/____/____ Arrival _____ am/pm

Departure _____ am/pm (no later than midnight)

Rental Fee*	Weekday (Mon-Thurs)	Weekend (Fri-Sun)
Discounted Resident Rate	\$175	\$225
Regular Rate	\$275	\$375
Additional fee for tent over 100 square feet	\$100	\$100

*\$75 non-refundable fee due at time of application. Parks Committee approval is required for all Public Events. Allow at least six weeks for review. Remainder of rental fee due when application is approved.

Security Deposit: \$250, plus \$250 Liquor Liability Deposit if alcohol will be served.

Proof of Insurance: One day special event liability insurance policy required. If alcohol will be served, Certificate of Insurance Liability listing Oshtemo Township as additional insured on a General Liability and Host Liquor Liability Insurance Policy (\$1,000,000 min.) is also required.

Deposit and Proof of Insurance must be submitted at least seven days prior to event date.

If not received at least seven days prior, rental fee is forfeited and Township reserves the right to cancel reservation.

Building Access:

- First time renters—Maintenance staff will meet you at designated arrival and departure times for instructions and inspection. *You must remain on the premises the entire rental period. 50% of your deposit will be forfeited if you leave prior to inspection.*
- Repeat renters will receive a key pad entry code by email that will allow access during rental period only.

Nuisance. Renter shall be responsible and shall pay all damages and charges to the Township, or any others, for any nuisance made or suffered on the premises or way bordering thereon resulting from the activities of the Renter.

Indemnity by Renter. Renter will indemnify Oshtemo Township and save it harmless from and against any and all claims, actions, damages, liability and expense in connection with loss of life, personal injury, and/or damages to property arising from or out of the occupancy or use by Renter of the said premises or any part thereof or any other part of Township's property, occasional, wholly, or in part by any act or omission of Renter, its agents, contractors or employees.

Release Form. Your signature indicates that you have read and agree to abide by all the information included in this application, including all information on the second page of this form.

Signature _____ Date _____

Office Use Only: New Renter? ___ Rental fee paid: \$ _____ on _____ Security Deposit paid \$ _____ on _____
DL ___ Proof of Ins ___ Proof of Liquor Liability ___ Liquor Liability Deposit paid: \$ _____ on _____
Maint ___ Calendar ___ Web ___ History ___ Trash Bag ___ Deposit returned \$ _____ on _____

Rental Policy for Public Events

- Public events are defined as any event open to the public *or* any event with an admission fee. Examples include dances, art and craft sales, festivals, holiday events, etc.
- **Parks Committee approval is required for all public events.** Allow at least six weeks for review.
- Renter must be 21 years of age or older. Photo ID required.
- First-time renters are not eligible to rent a township facility on a holiday.
- There will be **NO ALCOHOLIC BEVERAGES** served or consumed on the premises without Alcohol Agreement approval. (See Facility Rental Alcohol Policy below.)
- There will be **NO SMOKING** and **NO GAMBLING** on the premises.
- Disorderly conduct, including loud music, loud swearing, or otherwise disturbing the peace, that emanates off the property will not be tolerated and will result in the immediate closure of the event.
- Decorations may not be attached to walls, posts, ceiling or lights. Confetti is not permitted.
- Storage of personal property is not allowed. The Township will not be responsible for property left in the building.
- The premises must be vacated no later than midnight. All clean up must be completed during the rental period.
- The following equipment is available for use: (10) 8'long tables, 80 chairs, broom. Other cleaning supplies NOT provided.
- Building occupancy is 64 at tables and chairs, approx. 80 with chairs only. Additional occupancy permitted for outdoor events.
- Trash bags are provided and all garbage must be placed in the trash receptacles outside the building.
- Snow removal at entrance is the responsibility of the renter. Shovel & salt will be made available.
- Oshtemo-based civic, recreation and conservation groups: fee may be reduced by half or waived in exchange for in-kind service w/ approval of Township Supervisor or Clerk.
- Questions during your rental period? Call 269-216-5243.

To ensure the return of your Security Deposit, the following tasks must be completed before leaving the building:

1. All windows are closed.
2. Tables have been wiped off.
3. Floor has been swept.
4. Tables and chairs have been returned to their original locations.
5. Trash has been placed in receptacles outside the building.
6. Lights are turned off in restrooms, room, and foyer.
7. Thermostat is set to Heat at 60 degrees with fan at Auto.

Facility Rental Alcohol Policy

Renters are permitted to serve alcohol only under the following conditions.

1. Insurance Requirement: Certificate of Insurance listing Oshtemo Township as additional insured on a General Liability and Host Liquor Liability Insurance Policy (minimum \$1,000,000).
2. Additional \$250 security/cleaning deposit.
3. Renter must ensure that alcohol is not consumed by minors (age 21 and under).
4. Alcohol is allowed inside the building only.
5. No alcohol sales permitted, i.e. no cash bar.
6. All events may be subject to Township inspection and video surveillance.
7. If alcohol is served without meeting all of the requirements listed above, the entire Security Deposit will be forfeited.

Failure to comply with any of the above may result in immediate revocation of the rental.

In addition, a maintenance fee may be assessed if any of the above is violated. Please initial: _____

Cancellation Policy

- To cancel a facility rental, you must notify the Township by either phone (269-375-4260), fax (269-375-7180), e-mail to oshtemo@oshtemo.org, or mail to Oshtemo Township Clerk, 7275 West Main Street, Kalamazoo, Michigan, 49009.
- Upon cancellation, security deposit will be refunded the next time the Township processes payables. Regular **rental fees** will be refunded in full if received 4 weeks prior, and 50% if received less than 4 weeks but more than 2 weeks prior. Cancellations received less than 2 weeks prior to the rental date will receive no refund. **Holiday (Christmas Day, New Years Day, Memorial Day, 4th of July) rental fees** will be refunded in full if received 8 weeks prior, and 50% if received less than 8 weeks but more than 6 weeks prior. Cancellations received less than 6 weeks prior to the rental date will receive no refund.
- Township reserves the right to cancel a reservation with no refund if there is an expectation that any Rental Policy will be violated.