



EVENT CENTER | RENTAL AGREEMENT | 2024

OVERVIEW

Grow Benzie's Event Center is a 3,000-square-foot meeting space used by our community for weddings, potlucks, fundraisers, concerts, meetings, and more. Just over a decade ago, this space only had concrete floors. Renovations have since transformed this space into one of the most attractive rural community centers in Northern Michigan for events and educational classes.

The affordability and maintenance of the Event Center space require the understanding and collaborative effort that it takes to maintain such a beautiful space.

The term of this agreement will be for the dates and times requested through the Event Center Rental Application, posted on the Grow Benzie Google Calendar, and coordinated with the Systems Resource Manager. The renter will pay Grow Benzie the rental amount of **\$125 for a half-day rental with a \$50 deposit** which will be requested through an invoice for the rental period. This rental amount includes the basic space rental, utilities, and equipment usage.

This Event Center Rental Agreement holds both Grow Benzie and the tenant accountable for facility maintenance, timely payment, and strong communication to assist with the cleanliness of the space.

Before signing the Event Center Rental Agreement, Grow Benzie renters will have a completed Event Center Rental Application on file.

PROCESS

Renters will be given the option to receive promotional outreach support and a walk-through appointment with Grow Benzie. If the renters elect not to receive any of the support services listed above, Grow Benzie will schedule a follow-up phone call to ensure that all of the renter's needs are met prior to the event including: booking the reservation on the Grow Benzie Google Calendar, space arrangements, A/V support, parking, and accessibility. Renters will be responsible for completing an End of Event Cleaning Checklist and submitting cash or check payments at least 30 days following the event.

RESERVATIONS

Reservations and requests will be reserved on a first-come, first-serve basis. Grow Benzie will review and reserve available time slots. Confirmation of reservations will be completed following the completion of the Rental Application over the phone.

When reserving time in the Event Center, please consider the following:

- Overlapping reservations with another event is not encouraged unless outside coordination has occurred and has been confirmed by Grow Benzie
- Grow Benzie reserves the right to inspect the Event Center premises at all times and reserves the right to enter the space whenever is necessary unless otherwise communicated by the renter
- Event Center cancellations may be submitted to Jessica@GrowBenzie.org or 231-882-9510 up to one week in advance of the event
- If a rental is canceled less than 7 days in advance, the renter will forfeit the deposit

CLEANING

Grow Benzie will provide basic cleaning services to maintain the Event Center space. As a low-staffed non-profit supported by community volunteers, it is the renter's responsibility to ensure the space is maintained as a clean and sanitary environment in order to keep our rental rates affordable.

Prior to turning in the End of Event Cleaning Checklist, please consider the following:

- Renters are responsible for ensuring no sharp objects are left on the floor as the space is used for community playgroups
- Renters will collect and clean any special items brought in for the event (i.e. balloons, streamers, tablecloths, etc.)
- Benzie County provides single-stream recycling, but recyclable waste must be transported off-site to a single-stream recycling receiving site

PAYMENTS

Invoices and receipts will be generated and emailed to renters based on reservations on Google Calendar at least 10 days after the event. Grow Benzie will review the End of Event Cleaning Checklist to determine the percentage of the deposit that will be returned to the renter.

When submitting payments, please consider the following:

- Payments may be submitted by cash or check
- Checks may be made payable to Grow Benzie
- Any changes in rental rate will be discussed with the tenant at least 30 days in advance of any changes
- Grow Benzie is a non-profit organization that allows for an extremely low, affordable hourly rate; as such, it is expected that payments will not be submitted over 30 days late, outside of extenuating circumstances discussed directly with Grow Benzie

AVAILABLE EQUIPMENT

Type	Chairs	Tables	A/V	Other Considerations
<i>Availability</i>	20 Large Blue Chair 90 Red Chairs	4 Round Tables 10 Medium Long Tables (5') 5 Long Outdoor Tables (8')	HD TV Projector Microphone 2 Speakers Owl (Remote Conferencing Hardware)	<ul style="list-style-type: none"> • There are 2 trash cans in the Event Center • The thermostat is located by the women's restroom • Incubator Kitchen reservations must be completed separately
<i>Expectations</i>	Chairs will be returned to the location where they were found prior to the event	Wipe down tables, clear off event materials	Return Owl to Front Desk in Studio Office	<p>Place trash into the dumpster in the lower-level parking lot at the end of the event. Trash bags can be found on the Easternmost side of the Kitchen.</p> <p>Turn off lights and fans before leaving.</p> <p>Notify Grow Benzie of any on-site damage, spills, etc.</p>

				<p>during the rental period.</p> <p>Doors will automatically lock behind at the end of the rental period.</p>
--	--	--	--	---

BASIC PRINCIPLES

The renter agrees to abide by the following rules and agrees that if the following expectations are violated Grow Benzie reserves the right to terminate the agreement and request that the tenant vacate the premises.

1. The renter will report any personal injuries or property damage arising at any time during and/or arising out of or in any way connected with the renter's use or occupancy of the kitchen
2. Smoking, chewing tobacco, and vaping are not permitted in the facility or on Grow Benzie's campus
3. Animals are not permitted in the Event Center
4. The maintenance of proper personal hygiene habits is expected of tenants and includes handwashing, clean clothing and attire, and no bare-hand contact with food
5. Communicating with Grow Benzie about any exposure to, or contraction of the following illnesses that will prevent the renter from hosting an event in the space including:
Typhoid Fever, Shigella, E-Coli, Hepatitis A, COVID-19

FACTS

Grow Benzie holds liability insurance for the facility and equipment; it does not provide liability insurance for any food products/items produced by tenants using the facility.

Grow Benzie, Inc. shall not be liable for any damage to either person or property sustained by the tenant or by any third party arising in any way out of the renter's use, operation, or occupancy of event center premises. The renter covenants and agrees to indemnify, defend, and hold harmless Grow Benzie, Inc. and its employees from all claims, costs, and liabilities arising from or in connection with damages, injuries to persons (including death), or property in, upon, or about the kitchen's premises, or any portions thereof, or resulting from the sale, distribution, and use of any product manufactured by the tenant on the kitchen premises.

In the event of any type of emergency, a first aid kit, fire extinguisher, fire exit, and a phone are available in the incubator kitchen.

RENTER INFORMATION_____

Renter Name (First, Last): _____

Renter Signature: _____

Date: _____

Grow Benzie Signature: _____

Date: _____

Payment Method: Cash Check

Additional Event Considerations:
