

# DOWAGIAC CONSERVATION CLUB

## CONTRACT FOR RENTAL OF CLUB FACILITIES

P.O. Box 424, Dowagiac, Mich. 49047, Ph.Msg. 269-782-5508, *dowagiacconservationclub@gmail.com*

That, I/We \_\_\_\_\_, hereinafter referred to as the Renter(s), in renting the facilities known as the DOWAGIAC CONSERVATION CLUB, do agree to the following:

To the extent allowed by law, renter(s) agree(s) to hold harmless the Dowagiac Conservation Club, it's employees, agents, and volunteers, against claims of injury to persons or damage to property which may arise out of negligence of renters(s) it's employees, agents, volunteers and students pursuant to this agreement.

**RENTAL INCLUDES:** Indoor facility fire code approved for 250 people. Lawns immediately around clubhouse and parking areas. Tents may be erected on the grounds. Twenty-two 8-foot plastic tables. Six 6-foot plastic tables. One ten-foot wood table, Eighteen 8-foot wood tables, 200 chairs. Kitchen: Use of 1/2 of refrigerator , one 100-cup coffee urn, kitchen sink and counters, floor clean-up equipment and supplies. If there will be more than 250 in attendance the renter(s) will make arrangements for outdoor sanitary disposal (port-a-john). Don't drag tables across the floor or allow anyone to sit on them. Unused electrical outlets may be used. Do not unplug or move plugs of club equipment.

**RENTAL DOES NOT INCLUDE USE OF:** P.A. System or Cash Register, Lake, Grounds area other than immediately around clubhouse, Ranges, including bunkers, they are not sandboxes. The Range Closed sign should be displayed. Kitchen items not listed above, including contents of all cupboards and drawers. Paper products other than for bathrooms. Nothing is to be set on grill tops, stove or in ovens.

**ALCOHOL.** If the renter(s) intend to serve alcoholic beverages a copy of a Liability Insurance Waiver that includes host liquor liability must be returned with the signed rental contract and rental payment no later than 10 days after the renter(s) receives the rental contract. If these items are not received by that time that date will be open to the next interested party.

**DECORATING:** No tape of any kind is to be used on walls or floors. Do not move or touch wildlife displays. No club furniture or property is to be removed from the premises.

The Dowagiac Conservation Club is a **NO SMOKING FACILITY**.

**SMOKE MACHINES ARE NOT ALLOWED** due to sensitivity of our alarm systems.

**CLEAN UP:** All the facilities, inside and out shall be left clean, including thoroughly sweeping and mopping the floors. All litter indoors and outdoors including cigarette butts must be picked up and disposed of in the dumpster. Remove or dispose of all left over food. Put tables and chairs back as shown in the diagram in the utility hall. A measuring stick is provided. It is suggested you take pictures of the facility before you begin setting up for your event. The Range Closed sign should be returned to original position.

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CLEAN UP CHECKLIST: The rental deposit will be returned when the clean-up has been approved, no damages have been assessed and the rental key is returned. If not completed satisfactorily the following charges will be deducted from your deposit.

\_\_\_All Decorations Removed \$25, \_\_\_Sweep and Mop \$150 \_\_\_\_, Set up Tables and Chairs \$100,  
\_\_\_Empty Waste Cans \$15, \_\_\_Return floor mats to positions \$10.  
\_\_\_Clean all Party Debris and Cigarette butts from Grounds \$25, (Inspected by DCC\_\_\_\_\_)

EMERGENCIES: CALL 911. Club address is 54551 M51 North, Dowagiac.

NON-EMERGENCY ISSUES call \_\_\_\_\_.

SECURE YOUR DATE: Email or call the club Secretary Susan Szymonski 269-782-9161 to see if your desired date is available. The date will be held for you for 10 days. A rental information packet will be sent to you. Return the signed rental contract, rental payment, security deposit, and applicable General Liability Insurance Waiver and Liquor Liability Insurance Waiver, no later than 10 days after the renter(s) receives the rental contract. If these items are not received by that time the date will be open to the next interested party.

CANCELLATION by renter(s) must be made 60 days in advance of the rental date, in writing or email to receive a refund of rental fee and \$250 security deposit.

DEPOSIT RETURN AFTER THE DATE. The facilities will be inspected following the rental and the deposit returned if all is found to be in satisfactory condition. If it is found additional clean-up is needed, and/or repairs or replacement of club facility, equipment and contents including wildlife mounts is necessary, the deposit will be reduced by that amount, and costs in excess of the deposit will be billed to the customer. General Liability Insurance should cover such unforeseen circumstances.

A Dowagiac Conservation Club member may be present during your rental.

RETURN A COMPLETED FORM AND KEEP ONE FOR YOUR REFERENCE.

RENTER(S):

Name\_\_\_\_\_ Rental Date\_\_\_\_\_

Address\_\_\_\_\_ Rental Event\_\_\_\_\_

\_\_\_\_\_ Rental Time: Begin\_\_\_\_\_ End\_\_\_\_\_

Phone\_\_\_\_\_ e-mail\_\_\_\_\_ RENTAL FEE \_\_\_\_\_

SIGNATURE\_\_\_\_\_ SECURITY DEPOSIT\_\_\_\_\_

CLUB USE ONLY

Rental Inquiry Date \_\_\_\_\_

Rental Key: date given\_\_\_\_\_ returned\_\_\_\_\_

Requested Rental Date \_\_\_\_\_

Facility inspected by \_\_\_\_\_

Approved Date \_\_\_\_\_

Deposit returned Check# \_\_\_\_\_ Date \_\_\_\_\_

Rental Fee \_\_\_\_\_ Deposit \_\_\_\_\_

Payment Rec'd Check# \_\_\_\_\_ Date \_\_\_\_\_

Waiver of Liability Insurance (y) (n) Date rec'd \_\_\_\_\_

9/1/19