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**SERENITY CENTER BUILDING RENTAL CONTRACT**

 **WEDDING AND/OR RECEPTION**

**All Things Serenity, LLC / Paula DeJongh, Owner**

 **106 E. High Street, Union City, MI 49094**

 **(517) 230-5173 AllThingsSerenity@gmail.com**

**Rental contract between All Things Serenity, LLC, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Renter/Responsible Party**

**Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Street City Zip code**

**Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Guests # \_\_\_\_ (Covid - guidelines)**

**Requested area of building to occupy: Main floor Deck Gazebo Water Frontage**

**(please circle all that apply – water frontage for wedding party only)**

**Rental Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Time \_\_\_\_ am/pm Event Starts \_\_\_\_\_ am/pm**

**Rental Ends Date \_\_\_\_\_\_\_\_\_\_ Time\_\_\_\_am/pm (8 pm max due to residential neighborhood)**

**Will you have a DJ? \_\_\_ Name/Phone#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Volume must be kept at a range that guests can hear each other speak**

**SERVING ALCOHOL – Alcohol is ONLY permitted if you purchase an insurance rider on your home/rental policy (usually 0-$35) and I’ll need a copy 1 week prior to your event or alcohol will not be permitted on premises. Serving alcohol? Yes No Initial agreement** **\_\_\_\_\_**

**OUTSIDE EVENT – Renters responsible for setting up & tearing down outside tables & chairs**

**High top round tables (5) & chairs (3-4 each) \_\_\_\_\_ (seating for 19)**

**Outside brown chairs (60) \_\_\_\_\_\_ (more chairs can be brought outside from inside the center)**

**INSIDE TABLES (12 – 6 ft long + multiple other shapes & sizes) \_\_\_\_ BLACK CHAIRS (80) \_\_\_\_**

**DISHES - Lg & sm plates, cups, saucers, bowls #\_\_\_\_ Silverware #\_\_\_\_ Glasses #\_\_\_**

**RENTAL CHARGES:**

**Full payment is preferred, but terms can be negotiated if date is more than 6 months out. If final rental payment is not paid in full 6 months ahead renter forfeits rental. If rental is canceled for any reason & not rebooked I will withhold $225 due to lost rental opportunity.**

**Half day: $1,300 (6 hours) Full day: $2,500 (12 hours) $300 (1 hour wedding)**

**Time includes set-up & packing up**

**Payment $\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_ Remainder: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree to accept all the terms of this contract**

**with All Things Serenity, LLC/Paula DeJongh**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COVID CONCERNS**

Air scrubber in my building cleans twice this size of my event center space which has 14 ft ceilings, doors on 3 sides and 2 ceiling fans

**OUTSIDE EQUIPMENT**

Renters are responsible for set-up and tear down, as per our discussions

**SERVING ALCOHOL**

ATS is an alcohol-free zone; however, if you purchase an insurance rider on your home or rental policy (usually $35 for a few hours) it is permitted. I’ll need a copy 1-week prior to your event, or alcohol will not be permitted on the premises. \_\_\_\_ initial compliance

**DECORATING / ANTIQUE WALL PROTECTION – please inform your helpers!**

No tape on the walls or easel boards please, but you can tape to the big mirrors

Do not lean anything against the walls

Hooks on the south corner & west wall so you may drape banners across that wall or drape across the ceiling to the curtain rods

I prefer no balloons (due to irresponsible past renters). Please discuss with me if you insist

**TABLE & CHAIR SET-UP**

* Move the tables & chair around the room to suit your event (more are stored in the closet under the stairway)
* Please leave them in that set-up position when your party is over – don’t fold up chairs or lean them against the walls for any reason!
* If you required furniture be transferred out of the event center you’ll be required to return it during clean up

**LIGHTS**

**INDOOR GLOBE LIGHTS**

Light switches (top white button turns on) are located on the front and slider door frames – turn off when you exit (bottom white button)

**OUTDOOR LIGHTS**

* Switch for the front lights by the front door – make sure they are off
* Switch for the deck lights is by the slider, behind the curtain – make sure they are off

**BATHROOM LIGHT SWITCHES**

Bathroom light switches are around the corner on the left in both bathrooms – turn off

**THERMOSTAT**

Located on the back wall, change to meet your needs - turn back down to 55 in the winter and the “off” position in the summer (I don’t run the air when it’s not rented)

**MUSIC (I have a music system if you don’t have a DJ)**

**OUTSIDE**

* DJ System must face south toward the river (away from the neighborhood)
* There is a decimal limit, sorry. Guests should be able to hear one another & I need to protect my neighbors. I will request it be dialed down if I feel it’s over the limit
* No music after 8 pm outside
* Please choose tasteful music, if not then this may not be your venue of choice
* ATS representative will go over above terms with your DJ. \_\_\_ Please initial compliance

**INSIDE**

* No requirements, unless you have the doors open, then above requests apply

**SMOKING JARS FOR CIGARETTE TRASH**

Pottery jugs are located at the back southwest corner & the northwest front corner of the bldg

**EVENT RESPONSIBILITIES - Please respect the building and leave it as you found it**

**WEATHER ISSUES**

* **Inclement weather** creates havoc on the antique wooden floor due to salt & mud. Please do your best to encourage & prevent tracking in as much as possible. Please keep the doors closed to prevent bugs from entering

**LEFT OVERS**

* Bring baggies & containers for your left-overs
* Check the refrigerator, oven and microwave

**STEP STOOL (Don’t use the chairs as step stools)**

Located in the kitchen closet for decorating, ceiling fans, loose balloons, etc.

**SWEEPER & BROOMS & CLEAN UP SPILLS**

Located in the kitchen closet or closet under the stairway. If there is excess dirt and debris, please sweep it up. Sponges & soap under the sink – if there is a spill

**TRASH**

There is a commercial grade trash can in the kitchen (be sure to grab the bathroom & main room trash). Place it in my trash can on the east side of the deck behind the tree.

**TOILETS, KITCHEN & BATHROOM SINKS**

Please check that water isn’t running in the sinks or toilet tanks before you leave

**DOOR LOCKS**

Please lock the front and rear door handle locks behind you. You can leave the slider unlocked as I will enter from there after you leave.