

**SUMMIT PARK PAVILION
RENTAL AGREEMENT
MASON COUNTY, MICHIGAN**

Prospective renters may reserve the Summit Park Pavilion for private parties, meetings and presentations. Reservations shall be made through the Clerks office by calling (231) 843-0430. Reservations can be made one year in advance beginning in January of the prior year. It is rented on a first-come first-serve basis. There are trash containers supplied for cleanup. **DO NOT OVER FILL TRASH CONTAINERS.**

Charges are affixed as follows starting in 2021. Non Profits will also follow this same fee scale.

Rental Fee:

Summit Township Tax Payers: \$100.00 payable 30 days prior to the function with the signed contract.
If a large tent is used this fee will increase to \$350.00.

Non Summit Township Tax Payers: \$250.00 payable 30 days prior to the function with the signed contract.
If a large tent is used this fee will increase to \$500.00

The township does not rent out tents, this charge is if a tent is used on the park grounds.

Deposit Fee:

There is a \$200.00 Deposit for all renters to be paid along with Rental fee 30 days before event. It is expected that the pavilion will be left in the same condition as before your event in order to receive the full deposit back. Please see inspection list for break-downs of amounts that could be kept.

Refund of Deposit: After the pavilion checklist has been completed, a refund check will be mailed to the person who wrote the deposit check. We ask that this check be **cashd within 90 days** from the date of the check. Any checks still outstanding **after 90 days**, will have a stop payment put on them. If a second check is cut, a **\$50 charge** will be deducted from that check to cover the costs of stopping payment on the first check.

The building will be opened by township staff on the day of the event by 9:00 a.m. You are reserving the exclusive use of the pavilion only, not the whole park. The park closes at dusk or by 10:00 p.m. This time is strictly enforced.

Through signature on this document, the renter assumes the responsibility for any damage caused by his/her own acts or those of others using the pavilion during this rental period.

I have read the Rules above and on additional pages and shall comply. Failure to restore the premises to their prior condition shall require additional charges to be assessed. I assume full responsibility to any acts that occur whether caused by me or by my guests on the premises.

Date and Time of Function: _____

Type of Activity: _____

Name of Person in-charge of Clean-up: _____

Print Name of Renter: _____ **Telephone #:** _____

Address: _____

Drivers License #: _____

Signature of Renter: _____ **Date:** _____

**Please return form with check(s) payable to SUMMIT TOWNSHIP at least 30 days prior to event to:
Kay Deanda, Summit Township Clerk, 4879 W. Deren Road, Ludington, MI 49431
Or put in Drop Box located on the front of the township hall at same address.
Please call (231)843-0430 with any questions.**

Rental Fee:

\$ _____ Check # _____ Date: _____ Agent for Twp: _____

Deposit Fee:

\$ _____ Check # _____ Date: _____ Agent for Twp: _____

Pavilion Inspection

Event Date: _____

Renters Name: _____

Name of Person in charge of clean up: _____

There is a \$25 per hour fee that will be charged against the deposit for any of these items that were not completed.

Deposit amount \$200.00

	COMPLETED	ISSUES	COST
Decorations removed	_____	_____	_____
Kitchen clean	_____	_____	_____
Trash removed	_____	_____	_____
Tables/chairs stored	_____	_____	_____
Floors cleaned	_____	_____	_____
Building is clean	_____	_____	_____
Lights/appliances off	_____	_____	_____
Doors shut and locked	_____	_____	_____
“No smoking” policy observed	_____	_____	_____
Other _____	_____	_____	_____

Deductions from deposit: _____

Summit Check number _____ Balance returned _____

Balance DUE _____

Additional monies due must be received within 10 days.

Here is the report of our post-event inspection and a final accounting regarding your deposit. If you have any questions, please feel welcome to call 231-843-0430.

Thank you.

*These next two pages are your rules and guidelines as to what needs to be done in order to received back your full deposit. **Please do not return with contract.***

Summit Township Pavilion Rental Rules and Guidelines

The pavilion will be unlocked by township staff at 9:00 AM. No keys will be given out. This is a smoke free facility.

DECORATING – Use only masking tape to attach items to walls. Do not attach anything to the ceiling. Completely remove all decorations when finished.

KITCHEN – Please use a cutting board if you are going to chop, slice or cut. **Do not cut directly on the counters.** All trash must be bagged and placed by the entrance (east) door inside of the building. Leave a fresh bag in the waste can. Monitor youngsters around the ovens and burners. Be sure everything is turned off when you leave.

TABLES AND CHAIRS – Tables (7-9 foot, 1-12 foot) and chairs must remain inside the pavilion.

LEAVING THE FACILITY – Double check these things:

1. All decorations are completely removed.
2. The kitchen is clean, refrigerator and freezer are empty, all burners and ovens are off.
3. All trash has been bagged (several trash bags are in the trash cans) and bags have been placed inside the entrance (east) door of the building.
4. Do NOT leave filled bags in the indoor trash cans.
5. Do NOT leave trash bags in outdoor trash cans.
6. All doors must be locked. All shutters are closed.
7. All Township property is properly stored in the building and all personal property has been removed.
8. Floor has been cleaned. (broom is on site)
9. The facility is clean.
10. All lights are off.
11. Report any suggestions or problems to the Township. (231-843-0430)

**Please do not over fill trash containers with food.
Thank you.**