

TANGLEFOOT PARK PAVILION

RENTAL AGREEMENT

312 West Exchange St, Spring Lake MI
P: 616-842-1393 F: 616-847-1393
connor@springlakevillage.org



NAME OF LESSEE*: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NUMBER: (_____) _____ HOME CELL WORK

EMAIL ADDRESS: _____@_____

**This person must be on-site for the duration of the event and will be held liable for any and all damages to the facility*

EMERGENCY CONTACT INFORMATION

The emergency contact will be the main contact **during the event** in the case of an emergency.

CONTACT NAME: _____

PHONE NUMBER: (_____) _____ EMAIL: _____@_____

RENTAL DETAILS:

RESERVATION DATE: ____/____/____

RESERVATION START TIME: _____ RESERVATION END TIME: _____

**LESSEE MUST ACCOUNT FOR THE TIME TO SET UP AND TAKE DOWN IN RESERVATION TIMES.*

EVENT TYPE: _____ ESTIMATED NUMBER OF GUESTS: _____

WILL ALCOHOL BE SERVED: YES / NO IF YES, SEE FOOD & ALCOHOL RULES

NAME OF ALCOHOL VENDOR: _____

**PLEASE ATTACH A COPY OF THE ALCOHOL VENDOR CONTRACT TO THE AGREEMENT FORM*

RENTAL AMENITIES: CATERING KITCHEN FIREPLACE

GARAGE DOORS: ALL OPEN CLOSED PARTIALLY OPEN

ONLY SOUTH DOOR ONLY WEST DOORS ONLY EAST DOORS

**THERE IS A \$50.00 PER CALL FEE TO REOPEN OR CLOSE DOORS ONCE THE EVENT STARTS. (PER RESERVATION TIME ABOVE)*

SPLASH PAD TURNED OFF: YES NO FROM: _____ TO _____

**PLEASE SEE AGREEMENT RULES FOR TERMS OF SPLASH PAD*

TERMS & CONDITIONS

I (Lessee) have read and received a copy of the Rental Guidelines and clearly understand what my responsibilities and duties are. I (Lessee) assume responsibility for proper payment of all charges outlined in this document and agree to pay in full. I understand that by signing below, I (Lessee) am the responsible party and will be present during the entire event. If any additional costs are incurred, the Village of Spring Lake will bill for those services and/or items. I agree to comply with all **RULES & REGULATIONS** or may be subject to forfeiture of my security deposit.

SIGNATURE OF LESSEE _____ DATE: _____

VILLAGE LEASING AGENT'S SIGNATURE: _____ DATE: _____

**TANGLEFOOT PARK PAVILION
FOR OFFICE USE ONLY**

Pavillion Fees

Rental Fee: \$ _____

Security Deposit: **\$300**

Cleaning Fee: **\$325**

TOTAL AMOUNT: \$ _____

Cleaning Fee Check Number: _____

Date Paid: ____/____/____

Security Deposit Check Number: _____

Date Paid: ____/____/____

Security deposit must be made out in a separate check.

Payments and application must be completed in full to reserve the park for date of event.

FOR OFFICE USE ONLY

Key #: _____

Key Returned: YES NO

Security Deposit Returned: _____

Check #: _____

VALIDATION - REGISTER IMPRINT

TANGLEFOOT PARK PAVILION RULES AND REGULATIONS

GENERAL:

1. All users of the facility shall receive a copy of the rules and regulations and sign a rental agreement form, indicating they understand the rules and regulations presented to them.
2. Rental for Tanglefoot Park pavilion includes the pavilion and fireplace (if selected in agreement form). Bathrooms will remain open for public use.
3. All events must conclude, and the building is vacated by 10:00 P.M. or a penalty of \$100.00 will be imposed. **Park hours are 7:30AM to 10:00PM.**
4. The capacity of the Tanglefoot pavilion is 299 people.
5. Tanglefoot Park pavilion must be left in the same condition as it is found. The kitchen must be cleaned and all decorations must be removed.
6. Smoking is strictly prohibited in Tanglefoot Park and in the pavilion. Please inform your guests prior to their arrival.
7. No alcoholic beverages are allowed outside of the Tanglefoot Park pavilion. Please see Section 50-104(3). - Village of Spring Lake Code of Ordinance
8. The leasing individual, group or organization agrees to abide by all applicable laws, rules and regulations.
9. Tanglefoot Park pavilion may not be used for discriminatory practices prescribed by Federal, State and Village law, ordinance, rules or regulations.
10. No heat or A/C is provided at the venue.
11. Driving or parking on the grass with any trailers or vehicles is strictly prohibited. Any damage to the grass will be the responsibility of the lessee. See map attached for public parking areas at Tanglefoot Park and nearby in the Village.
12. Rules, regulations, or pricing are subject to change based on the discretion of the Spring Lake Village Council.
13. Tables and chairs are not included in the rental reservation.
14. If lessee would like to open or close garage doors after the start of the reservation time, a \$50.00 fee will be added to each request for door changes during the reservation time.
15. No roller-blading, skateboarding, or biking in the building.

CANCELLATIONS:

1. Deposits will be refunded, minus a 10% administration fee, if the cancellation occurs 60 days or more prior to the event AND the pavilion can be reserved for another comparable event. The deposit will not be returned or refunded until another event is scheduled.
2. Events canceled from 31 to 59 days before the date of the event will forfeit 50% of the deposit.
3. All events canceled within 30 days of the event will forfeit the full deposit.

FOOD & ALCOHOL

1. A licensed and insured beverage service is required to dispense any alcoholic beverages.
2. Per the State of Michigan Liquor Control Commission, cash bars are prohibited.
3. Alcoholic beverages not dispensed by a licensed and insured beverage service will be confiscated and discarded. Lessee should expect a random inspection by an Ottawa County Sheriffs Deputy during their event.
4. Beverage service MUST end one-half hour before the end of the scheduled event or no later than 9:30PM
5. **NO KEGS ARE ALLOWED**

CLEANING OF TANGLEFOOT PARK PAVILION

A cleaning fee is included for every rental. This fee involves a contractual cleaning crew to come in after your event to ensure the facility is clean and ready for the next renter. The cleaner you leave the facility, the less time it takes the cleaning company to prepare for the next renter and the greater likelihood you will get your full deposit back. **SEE PAGE 8 FOR CLEANING CHECKLIST**

SECURITY

The Village of Spring Lake and Tanglefoot Park cannot be held responsible for loss, of theft, or damage to property belonging to event participants.

The Village of Spring Lake, Ottawa County Sheriff's Office, and Tanglefoot Park reserve the right to inspect and control all events held on the premises. Liability for damages to the premises and conduct of the guests in attendance will be the responsibility of the Lessee. Security cameras are placed throughout the facility.

SPLASH PAD

The splash pad can be shut down for a maximum of 30 minutes for (1) time during an event.

RESERVATION & AMENITY RENTALS:

1. Reservations can be made through the Village Hall office. Office hours are Monday through Friday, from 8:00AM through 5:00PM. Appointments are advised for planning and scheduling events.
2. Reservations are not final until security deposit in full, payment in full, and rental application has been received and the application is processed by Village Staff.
3. Agreement form must be finalized and payment in full must be received before date of the event is reserved at Tanglefoot Park.

DECORATIONS

- Absolutely NO use of rice, confetti, glitter, feathers, or similar material may be used as table decoration or thrown during special events. Doing so will forfeit the lessee's security deposit.
- Use of nails, pins, tacks, staples, glue, or tape on walls, floors, doors, ceilings, or windows are prohibited.
- Due to environmental concerns & retrieval issues, helium balloons are NOT allowed at Tanglefoot Park.
- Fog machines are prohibited.
- The use of fireworks or sparklers at Tanglefoot Park is prohibited.
- State fire regulations require that all candles must be enclosed in a hurricane lamp or glass shield. No open flames are allowed.
- Aisle runners are prohibited.
- No foam, slides, or inflatables allowed.
- No stakes in the lawn area. Damage to irrigation is the responsibility of the lessee.
- No tables or chairs are provided by Tanglefoot Park. Tables and chairs are the responsibility of the lessee.

SMOKING POLICY

Smoking is not permitted in Tanglefoot Park or the Pavilion at any time. This includes e-cigarettes and vaping. Tanglefoot Park does not offer a designated smoking area outside of the venue during events.



THE BOXES MARKED IN YELLOW ARE PUBLIC PARKING AREAS NEAR TANGLEFOOT PARK

TANGLEFOOT PARK CLEANING CHECKLIST

KITCHEN:

INITIAL

- _____ All surfaces and the sink area should be cleared, wiped down and sanitized. This includes wiping spills/grease from the front of the cabinets.
- _____ Floors swept. Brooms are located in the _____
- _____ Wipe spills and food from inside refrigerator, freezer, food warmer, and dish area.
- _____ Remove all food from the kitchen. No food left in the refrigerator, freezer, or warming station.
- _____ Place all garbage bags into the storage room. NO leaky bags left in the kitchen
- _____ Turn off ice maker

MAIN EVENT SPACE:

- _____ Empty all garbage cans
- _____ Bag all trash and place in utility room
- _____ Collect any debris
- _____ Sweep all floors; mop up any spills
- _____ Remove all decorations. Use of rice, confetti, glitter, feathers, or similar material are strictly prohibited.

RESTROOMS:

- _____ Mop up any major spills. (which includes vomit and bodily fluids)
- _____ Bag all trash and place in utility room
- _____ Wipe down counters and sinks in restrooms