



280 W. Webster Avenue
Muskegon, Michigan 49440
231-725-9220 Rental Manager Contact: Nancy Bierenga 231.730.0887

RENTAL AGREEMENT

This contract is for the rental of the Ballroom Tearoom Parlor located on the premises of the Greater Muskegon Women's Club.

Event Date _____ Event Type _____ Agreement Date _____

Will beer/wine be served? **YES / NO** Will you be hiring a licensed bartender for a bar? **YES / NO**

Rental Hours _____ Additional Set-up Time Requested? (circle one) **YES / NO**

If Yes: Date _____
Time _____

Renter's Name ('s) _____

Address _____ City _____ Zip Code _____

Preferred Number _____ Cell Home

Secondary Number _____ Cell Home

Email _____

*Deposit \$ _____ (due upon signing, refunded within 30 days after rental date)

Management fee \$ _____ Date Paid _____ (due 15 days prior to event date)

Set-up Fee \$ _____ Date Paid _____ (due 15 days prior to set-up date)

Rental Fee \$ _____ Date Paid _____ (due 15 days prior to event date)

***Required on site management fee is charged at a rate of \$15.00/hr (rounded up to nearest 1/2 hour) overages are deducted from the rental damage deposit.**

****Reservations cancelled within 30 days of event will be refunded 1/2 of deposit paid, less than 30 days the full deposit is forfeited.**

Renter(s) Signature _____ Printed Name _____

_____ Printed Name _____

GMWC

Nancy F Bierenga
(Authorized Representative)

Printed Name **Nancy F Bierenga**

Please note that signer(s) of this contract must provide personal EVENT / LIQUOR liability insurance at the time the rental fee is paid or NO LATER than 30 days prior to the rental event date. Failure to comply will result in full loss of the rental deposit and this agreement will be null and void. Int. _____ Int. _____