

IDLEWILD HISTORIC CULTURAL CENTER

USE REQUEST / PERMIT

Must abide by Facility Use Rules & Regulations

GROUP / ORGANIZATION NAME: _____

PROFIT OR NON-PROFIT (CIRCLE ONE PLEASE). Non-Profit groups may be asked to provide documentation of Non-Profit Status)

ADDRESS: _____

CONTACT PERSON: _____

DAYTIME TELEPHONE NUMBER: _____ EMAIL: _____

EVENT DATE: _____

EVENT SCHEDULE: Early access to set up/decorate: _____ (based on availability)
(Indicate times) Event Start Time: _____ Event End Time: _____

Check One:

- ROOM ONLY (MAIN LEVEL)
- ROOM (MAIN LEVEL) AND KITCHEN FACILITY
- LOWER LEVEL

TYPE OF EVENT: _____

IS THE EVENT OPEN TO THE GENERAL PUBLIC? YES _____ NO _____

ESTIMATED NUMBER OF PERSONS ATTENDING: _____

COMMENTS: _____

INDEMNIFICATION AGREEMENT

(The/I) _____ agree to defend, indemnify and hold harmless MMLN Non Profit Housing Corporation (MMLN NPHC) from any claim, demand, suit, loss, cost of expense or and damage which may be asserted, claimed or recovered against or from the parties names above holding any event/function/activity being held at the Idlewild Historic Cultural Center by reason or any damage to property, personal injury, including death sustained by any person whosoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract (Request), and regardless of which claim, demand, damage, loss, cost or expense is caused in whole in or in part by the negligence of the above named party, or by third parties or by the agents, servants, employees or factors of any of them.

SIGNATURE: _____ DATE: _____

WITNESS: _____

Approved _____ Disapproved _____ Date Received _____

Signature of Designated MMLN NPHC Official: _____

FEE: \$ _____ PAYMENT DUE DATE: _____ (See Facility Use Rules & Regulations)

IDLEWILD HISTORIC CULTURAL CENTER

ROOM SET UP

Available at no charge: 60" round tables (seat 8 comfortably),
6' rectangular tables, chairs, podium w/microphone. Limited inventory available.
Group responsible for own set up and clean up. Return room to original state.

GROUP NAME: _____

DATE OF ACTIVITY / EVENT: _____

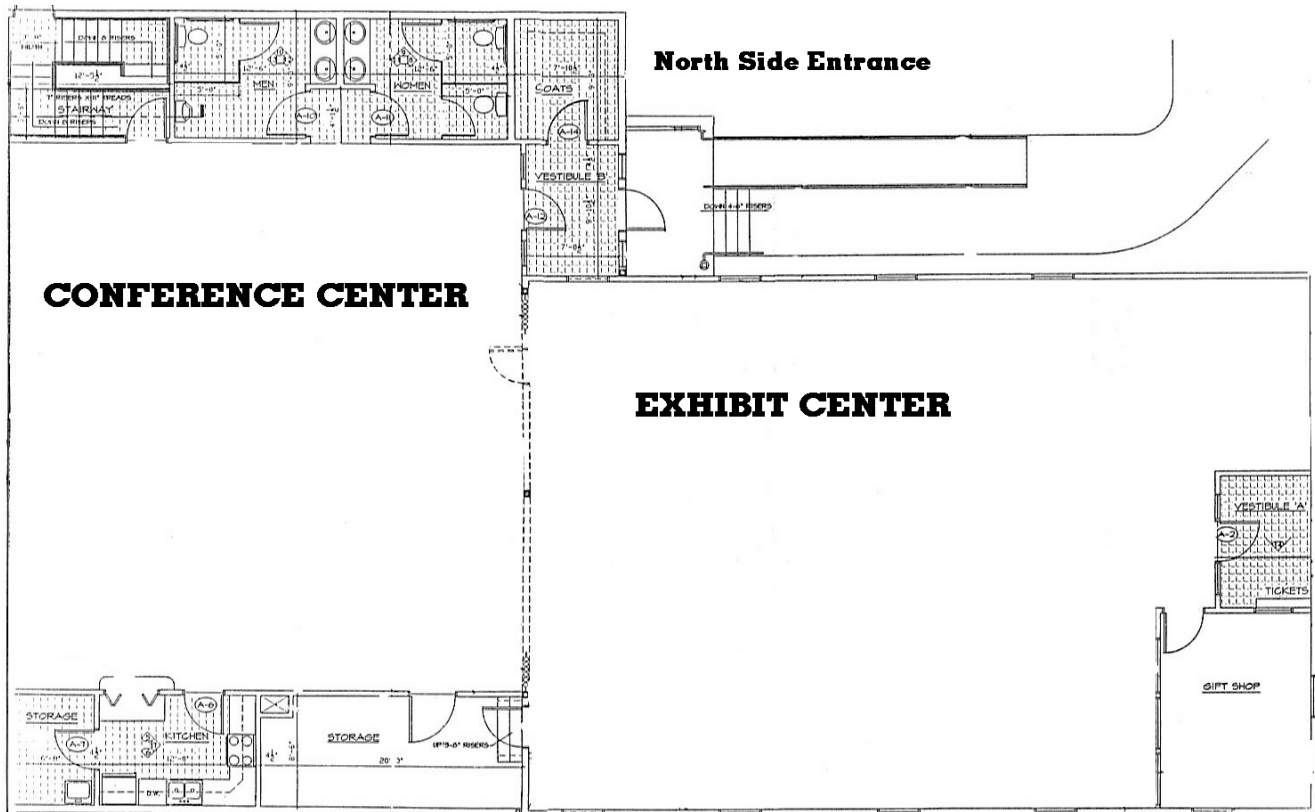
EVENT SCHEDULE: Early access to set up/decorate: _____ (based on availability)
(Indicate times) Event Start Time: _____ Event End Time: _____

CONTACT PERSON: _____

TELEPHONE NUMBER: _____ EMAIL: _____

TYPE OF ACTIVITY / EVENT (Brief Description): _____

ROOM DIAGRAM



Sketch in anticipated set up needs. Group responsible for own setup/cleanup.
Conference Center guests must use the north side entrance
unless approved otherwise.

Group Name: _____ Date of Event: _____

IDLEWILD HISTORIC CULTURAL CENTER

Facility Use Agreement

FACILITY DESCRIPTION:

The Idlewild Historic Cultural Center is a multi-purpose facility located at 7025 Broadway Avenue, Idlewild, Michigan. The facility showcases a newly renovated conference center (1,620 sq. feet) with kitchen facility, and an exhibit center (2,120 sq. feet). Combined, these rooms can accommodate 200 people for your event. It also has a lower level multi-purpose room (2,026 sq. feet).

The location is just off US-10 between Baldwin and Reed City. The Center will focus on historic, museum exhibits, and cultural activities. The Center is available for rent for cultural and community events, as well as business/organization meetings and events.

There are three banquet rooms.

The main floor level offers one large room partitioned into two separate areas; a carpeted area which will accommodate up to 100 people for dinner; and another area (utilized as exhibit space - restrictions apply) which offers additional table space. The rooms adorn crystal chandeliers and a tasteful atmosphere for any event.

The lower level can be used for smaller groups, and other meetings or events.

The kitchen, located on the main level, boasts all the conveniences (i.e. refrigerator, stove, sink, etc.). Dishes and utensils are not provided.

Facility Use Rules & Regulations

All groups using the facilities must abide by the rules and regulations set forth as follows:

1. MMLN NPHC reserves the right to cancel an event due to severe weather or extenuating circumstances. In the event that the Center is subsequently unable to furnish the facilities agreed upon, it shall have no further liability than the refund of any fees submitted by the Group.
2. MMLN NPHC reserves the right to conclude an event early if deemed necessary (i.e. health and safety issues, excessive alcoholic consumption, destruction to facility, law /rules violation, etc.). In such case, deposit and payment will be forfeited by the group.
3. All federal, state, and municipal laws, codes and rulings in addition to all applicable Center policies, must be upheld by the Group.
4. Organizations or groups will be held responsible for any damages sustained to facilities. Organizations or groups agree not to hold MMLN NPHC responsible for any loss, damage, liability, costs, and/or expenses that may arise during or to be caused in any way by such use of facilities.
5. The group or organization agrees to hold harmless MMLN NPHC for any items left unattended,

misplaced, or unclaimed during or after the rental period.

6. No substance containing red dye may be used, as it stains the carpet permanently (i.e., punch, sauces, icing). In the event such is used, the group shall be responsible for charges for professional cleaning and/or replacement if necessary.
7. No types of chemicals, paints, toxin materials, tape or glue are to be used on tables, walls, floors, or doors of the facility (inside or outside) including table skirting with self adhesive. In the event such is used, the group shall be responsible for charges for professional cleaning and/or replacement if necessary.
8. No confetti or glitter may be used in decorating. If used, a cleaning fee may be assessed.
9. Alcohol: Temporary licenses from the State of Michigan are available only to non profit organizations for the sale (*includes any entry fee or donation*) of alcoholic beverages. Proof of such license must be provided for the sale of alcoholic beverages on premises. Private groups may provide alcoholic beverages to guests 21 years of age or older at no charge (cash bars or entry fees prohibited); within the guidelines of the State of Michigan law (visit www.michigan.gov). It is recommended that the local law enforcement agency be contacted in the event of this activity.
10. Vehicles are not to be driven on the sidewalk for loading or unloading.
11. Helium balloons may be used for decorating, provided that they are tied down and not let go in the Center. All balloons must be removed after the event.
12. Telephone: The telephone is for office or emergency use only.
13. According to the Clean Indoor Act of 1990, there will be no smoking in the Center. Smokers Urns are located outside each facility entrance area. Group is responsible for emptying urns upon conclusion of event.
14. No merchandise of any description may be offered for sale within the Center or on its grounds, unless specifically permitted in writing prior to the event.
15. The group or organization shall find the premises to be in a clean, safe condition and hereby agree to leave said premises and surrounding areas in a clean, safe condition. It is the group's responsibility that the caterer leave the kitchen in a clean, orderly and acceptable condition.
16. The group or organization must be out of the room within the time frame on the contract. Contract time includes decorating and clean up time. The Center must be cleaned and locked no later than 2:00 a.m. If you are scheduled to be out by 2:00 a.m., you must allow enough time to clean before 2:00 a.m.
17. All garbage/trash must be removed from the premises following the event. If trash is left on the premises, a disposal fee will be charged to the group.
18. No concealed weapons allowed.

19. ADA Compliance: The group or organization warrants that it is in compliance with the Americans with Disabilities Act and that it will, in carrying out the requirements of this contract; comply in all respects with the provisions of the Act and its implementing regulations.
20. By entering into this agreement, MMLN NPHC in no way endorses the presented event. By entering into this agreement, MMLN NPHC in no way surrenders its right to manage and supervise its property under the normal rules governing its operation.
21. As the host facility, a facility representative must be provided the opportunity to address the group and to encourage support for the Idlewild Historic Cultural Center.

RENTAL PAYMENT AND DEPOSIT INFORMATION:

SPACE RENTAL	Half day (8am-12pm or 12pm-5pm)	Full day (8am-5pm)	Evening only 5pm-	Full day plus Evening (**includes blockage of space for multi day functions)
Conference Center	\$100	\$300	\$300	\$500 / day
Lower Level	\$75	\$125	\$125	\$200 / day
Conference Center and *Exhibit Center	\$200	\$500	\$500	\$750 / day

Conference center (1,620 sq. feet) with kitchen facility, carpeted, restroom facilities, coat room, handicap accessibility. Audio visual equipment available.

Lower level multi-purpose room (2,026 sq. feet), painted cement floor, restroom facilities, handicap accessibility.

*Exhibit center (2,120 sq. feet), wood floor with partial carpeted area. AS THIS PORTION OF THE FACILITY HOUSES EXHIBITS AND DISPLAYS, SPECIAL APPROVAL AND RESTRICTIONS APPLY. Approved rental of this space to accommodate a larger group would require special arrangements and rearrangement or storage of exhibits.

**Multi day functions: If set up and/or usage of space eliminates the ability for rental of space to other groups, this rental rate will apply.

Early access based on availability.

Checks or money orders payable to: Idlewild Historic Cultural Center
 c/o MMLN Non Profit Housing Corporation
 P.O. Box 383
 Idlewild, MI 49642

1. **Deposit of full payment** is due no later than thirty (30) days prior to the event. Payment for groups booking within thirty (30) days must be received no later than (10) days prior to event or upon booking if within ten (10) days. Failure to pay-in-full within the said timeline will result in loss of the reservation.
2. **Cancellations:** In order to maximize the utilization of our scarce resource, a cancellation fee is incurred if space is not released in order for it to be utilized by another group or organization. Therefore, the following sliding scale cancellation fees will apply:

Cancelled 3 weeks (15 business days) prior to the scheduled event ~ 75% of facility use fee refunded
Cancelled 2 weeks (10 business days) prior to the scheduled event ~ 50% of facility use fee refunded
Cancelled 1 week (5 business days) prior to the scheduled event ~ No refund

3. Group shall be responsible for any damage charges. Any additional charges assessed after the event will be due within thirty (30) days of billing.
4. Failure to make prompt payment will jeopardize the Group's future use of Center facilities.
5. Only the facilities stated on this Agreement may be used. These facilities may be used only by the stated Group, for the stated purpose, for the designated event times. *Before and after event times are utilized only for set up (based on availability) and immediate clean-up conducted in a timely manner in coordination with management.*

I have read and understand the above regulations, agree to abide by them, and will take full responsibility that the above regulations will be complied with.

_____ Date: _____
 Signature of Authorized Group Representative

Print Name: _____

Group Name: _____

***Please sign and return and retain a copy for your records.**

Mail to: Idlewild Historic Cultural Center
 c/o MMLN Non Profit Housing Corporation
 P.O. Box 383
 Idlewild, MI 49642