

Hall Rental Rules

Applicant or applicant's representative must have a cell phone for emergency calls.

Any use of the hall before or after rental time and date will be charged at \$60.00 per hour.

Balance of all fees is due 30 days before event.

A \$250.00 security deposit is required 30 days before the event.

Seven Islands will refund the security deposit after a determination that the hall and any equipment have not been damaged.

Seven Islands assumes no responsibility for damages or losses to Applicant's equipment.

If you cancel your event 90 days or more before event date we will refund your deposit in full.

If you cancel your event 60 days to 90 days before event date we will refund one half of your deposit.

If you cancel your event less than 60 days before event date we will not refund any of your deposit.

All cancellations must be in writing.

If you use the building for anything other than intended use you will forfeit all deposits and fees.

Applicant is required to present a copy of proof of public liability insurance with a minimum of \$300,000 in liability coverage with Seven Islands named as a second insured for the date of your event.

Proof of insurance is due 30 days before event.

If you have a cash bar, the bartender or caterer must have all required licenses, required by the State of Michigan and any and all local ordinances.

If a caterer is used they are responsible for all required permits and licenses.

The hall shall be left in the condition it was found before your event.

All items allowed into the hall for the event shall be removed at the end of the event.

All trash shall be picked up and removed.

All equipment and decorations shall be removed.

No rice, glitter, confetti or similar material shall be used.

No double sided tape or fasteners of any kind that may cause damage shall be used.

No smoking shall be permitted inside of any portion of the building.

All vehicles and equipment shall remain on pavement at all times

All laws, ordinances, rules and regulations of Seven Islands Meeting and Reception Hall, The City of Grand Ledge, Oneida Township, Eaton County, State of Michigan and The United States of America shall be adhered to.