

Seven Islands
Meeting and Reception Hall
902 East Saginaw Highway
Grand Ledge Michigan 48837
517-202-7287

Application / Rental Contract

Applicant/Organization: _____
Address: _____ City: _____ Zip: _____
Home Phone: _____ Work Phone: _____ Cell Phone: _____ Fax: _____
Date Of Birth: _____ Driver's License # _____ E-Mail: _____
Hall Will Be Used For: _____ Expected Number Of Guests: _____
Start Time & Date: _____ End Time & Date: _____
Will You Be Serving Alcohol? _____ Will You Be Serving Food? _____ Name Of Caterer: _____

Hall Rental Fees

Sunday through Thursday:

Full Day – 8 am to 12 am	\$400.00	\$200.00	due at booking
Hourly –\$60.00 / hour	2 hour minimum	\$60.00	due at booking

Friday and Saturday:

Full day only 8 am to 1 am	\$500.00	\$250.00	due at booking
*Friday Discount	\$50.00		

***If the Friday Night before your event is not booked by the week before your event, we will give you the opportunity to rent the hall on that Friday Night from 5 p.m. to 12 a.m. for \$50.00.**

The Hall has a rated capacity of 150 with tables and chairs, 250 theater style seating.

For Use By Seven Islands Meeting and Reception Hall

Total Rental Fee: _____
Rental Deposit: _____ **Payment Date:** _____
Balance Due: _____ **Payment Due Date:** _____ **Payment Date:** _____
Damage Deposit: _____ **Payment Due Date:** _____ **Payment Date:** _____
Insurance Certificate Due Date: _____
Insurance Certificate Received: _____

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 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, The City of Grand Ledge, Oneida Township, Eaton County, State of Michigan and The United States of America shall be adhered to.

I (We) hereby make this application for the use of the Rental Hall on the date and hours stated. I (We) also certify that the information on the application is true and I (We) have read and agree to abide by the rental policy pertaining to the use of the Rental Hall. I (We) also agree to the fee charged, and shall be personally responsible to see that the use of the facility is in accordance to the rental policy. I (We) further agree to release, indemnify, defend and hold harmless Seven Islands its officers, trustees, agents and employees from and against all loss or claims incurred (including costs and attorney fees) by reason of liability imposed upon Seven Islands, its officers, trustees, agents, and employees for damages because of bodily injury, including death at any time resulting there from, sustained by any person or persons or on account of damage to property, including loss of uses thereof arising out of use of the Rental Hall and/or in consequence of the performance of this application, whether such injuries to persons or damage to property is due or claimed to be due to negligence of Seven Islands, its officers, trustees, agents and employees.

By Signing Below You Acknowledge That You Have Read, Understand And Agree To The Policies, Rules And Regulations In This Document.

Signature of Applicant: _____ Date: _____