



BUCHANAN REDBUD CITY CENTER RENTAL AGREEMENT

**131 SOUTH OAK STREET
Buchanan, Michigan 49107**

APPLICANT INFORMATION

Applicant _____ Telephone _____

Address _____ City _____

Organization _____

Purpose of Use _____

Date of Use _____ Day of week _____

Start Time _____ End Time _____

Number of People (not to exceed 100) _____

FEES AND CHARGES

Is your organization non-profit (circle one) YES NO

Resident Rental Fee: \$110.00 Date paid _____

Non-Resident Rental Fee \$160.00 Date paid _____

Refundable deposit upon inspection: \$50.00 Date paid _____

*Rental fee only waived YES NO

Authorized Signature

* NOTE: Rental fee may be waived if the entity is a non-profit group that has 501c3 status.
Non-profit organizations are still required to submit refundable deposit.

**NOTE: Rental fees refundable only if reservation is canceled at least one week in advance of
the reserved date.

Approved by City Commission 6-13-16

BUCHANAN REDBUD CITY CENTER
RULES AND REGULATIONS

1. USER SHALL NOT DAMAGE OR REMOVE PROPERTY OF ANY SORT FROM THE BUCHANAN REDBUD CITY CENTER
2. NO LITTERING
3. NO ANIMALS ALLOWED, EXCEPT SERVICE ANIMALS
4. NO ALCOHOLIC BEVERAGES
5. NO SMOKING
6. PICK UP & RETURN KEY AT THE BUCHANAN POLICE STATION. IF KEY IS NOT RETURNED WITHIN THREE DAYS OF RENTAL, RENTER WILL BE BILLED RE-KEYING EXPENSES
7. NO WEAPONS OR FIREARMS
8. ALL USERS MUST TAKE AND DISPOSE OF THEIR OWN GARBAGE. NO GARBAGE IS TO BE LEFT ON THE PREMISES
9. AFTER SUCCESSFUL INSPECTION IS COMPLETE, REFUND WILL BE ISSUED FOLLOWING THE NEXT COMMISSION MEETING.
10. BATHROOMS MAY BE SHARED WITH OUTSIDE EVENTS, IF THIS IS THE CASE RENTER WILL NOT BE RESPONSIBLE FOR BATHROOM CLEANUP

AGREEMENT

I HAVE READ THE ABOVE RULES AND REGULATIONS AND WILL FULLY COMPLY WITH THEM AND THE ITEMS LISTED. I UNDERSTAND THAT I AND OTHER MEMBERS OF THE ORGANIZATION RESERVING THE REDBUD CITY CENTER MUST COMPLY WITH THE PROVISIONS OF THESE RULES. I FURTHER UNDERSTAND THAT I MAY BE RESPONSIBLE FOR REIMBURSING THE CITY OF BUCHANAN FOR ITS REASONABLE CLEAN-UP AND REPAIR COSTS RESULTING FROM ANY LITTERING OF OR DAMAGE TO THE FACILITIES RESULTING FROM THE EVENT FOR WHICH THE BUILDING HAS BEEN RESERVED.

Signature

Date

**THIS FORM IS VALID ONLY AFTER THE RESERVATION FEE AND DEPOSIT
HAVE BEEN PAID**

**CITY OF BUCHANAN
BUCHANAN REDBUD CITY CENTER RESERVATION**

THIS BUILDING AND EQUIPMENT DESCRIBED BELOW HAS BEEN RESERVED FOR:

DATE _____ TIME (from) _____ TO _____

AMOUNT PAID _____ KITCHEN _____

APPROVED _____ DATE _____