

ROGERS CITY AREA SENIOR & COMMUNITY CENTER

131 E. Superior St.
Rogers City, MI 49779
989-734-2958



Wedding Rental Agreement

1. 50% or more of any donation should be made when booking any event. Balance is due when you pick up the key to the facility.
2. The person signing this agreement is the “Person in Charge” and must be 21 years of age or older and is responsible for complying with these rules.
3. When booking a wedding, the hours that the facility will be available to the “Person in Charge” are as follows – Friday @ 6 pm until Sunday @ 10 am.
4. If alcoholic beverages are to be served, the “Person in Charge” will supply his/her own bartender, get all licenses and/or permits required by the Michigan liquor law, you are also required to provide liability insurance to cover the event. Assure the facility that no alcohol is served to minors; make certain that no alcohol leaves the premises during the event. You are required to stop serving alcohol at 1 am, vacate the premises by 2 am. **Permits and proof of liability must be provided to the facility manager no later than 5 days prior to the event. Smoking is not allowed in the facility.**
5. Immediately following the event the “Person in Charge” is responsible for clean-up and returning the facility to the same order that it was found. The floor is to be swept. The dumpster may be used for a reasonable amount of trash for the event. If clean-up cannot be performed after the event, prior arrangements should be made with the facility manager as it must be cleaned and vacated by 10 am the following day.
Failure to clean up to specification will result in a cleaning fee of up to \$150.00.
Doors to the facility must remain closed at all times.
6. No facility equipment is allowed to leave the premises. Any broken, damaged or missing items will be paid for by the “Person in Charge” at full replacement cost.

7. The facility no longer provides tablecloths or decorations for private events. Under no circumstances can any decorations be affixed to the walls or ceilings with tape, tacks or any adhesive.
8. The kitchen is licensed by the Presque Isle County District Health Department #4. If a caterer is used, he/she must be licensed and possess a *food protection manager/safeserv certificate and/or Person in Charge Certificate* from the County District Health Department #4, sign this agreement and provide a copy of the certification to the facility manager 5 days prior to the event.

The center takes no responsibility for problems arising from food or drink not provided by this facility.

9. Use of Walk-In cooler and freezer are not available for private parties.

10. We require a two (2) week notice for any cancellation. If you cancel your event less than two weeks in advance, a \$50.00 donation Cancellation Fee will be charged.
11. When you reserve the date and time of your event, please keep in mind the amount of time you will need for setup and decorating. We try to accommodate everyone, if available. We may be able to allow decorating the night before; however, this is not always the case. If you rent the facility for only half a day, there may be times we cannot let you in prior to the reserved time for preparation. Please plan accordingly, 1 hour to set up and 1 hour to clean-up is free.

I have read and understand the rules as stated above and agree to follow them.

Person in Charge

RCAS Representative