

- Keweenaw Heritage Center at St. Anne's Rental Information -

- General Guidelines for all rentals -

- No smoking
- Decorations may not be attached to walls
- The area must be cleaned and trash removed before leaving
- Entry doors must be locked and the key returned to KHC staff by 12 pm (Midnight)
- Damage done to the building or grounds due to misuse by anyone during the rental period is the sole responsibility of the person signing the rental agreement
- This agreement is not transferable to any other party

- Rental Rates for either level -

Meetings up to 2 hours.....\$25
Meetings up to 6 hours.....\$75
Full day (12 hour maximum)..\$125

Rental Rates of the building for Weddings and Concerts..... \$250 due 60 days in advance

* There will also be a \$250 security deposit which will be refunded within 10 business days provided all areas of the Keweenaw Heritage Center is left clean and in good condition.

* Cancellation 30 days prior to the reserved day will result in a full refund of rental fee and deposit. Cancellation less than 30 days from the reserved date will only lead to a refund of the deposit.

* The rental charge covers the use of the facility for a setup period (daytime hours prior to the reserved day – to be arranged with KHC staff), and for a 3 hour cleanup period the day after the event (between 9am and noon). Additional cleanup time will be charged \$15/hour.

- Additional Guidelines for use of the upper level for Weddings and Concerts -

- 1) Calumet Township must be named as an additional insured on the Renter's homeowners policy with a minimum \$100,000 liability.
- 2) Renter must provide control of alcoholic beverages to people of legal age.
- 3) Incidents arising out of the consumption of alcohol, whether from excessive use or under age drinking, are the sole responsibility of the persons renting the KHC.

**Charter Township of Calumet Rental Agreement for use of
The Keweenaw Heritage Center at St. Anne's**

Date of use:_____ Lower Level_____ Upper Level_____ Rate_____

The above terms and conditions are agreed to by:

Name_____ Signature_____

Address_____ Phone_____