



ALLEN
MARKET PLACE
1629 E Kalamazoo St

A Facility Operated by Allen Neighborhood Center

1611 E. Kalamazoo St., Lansing, MI 48912

p. 517-367-2468 f. 516-367-0158

www.allenneighborhoodcenter.org

Rental Agreement for Use of the Conference/Classroom

Allen Market Place, a vibrant, multi-use facility operated by the non-profit Allen Neighborhood Center (ANC) in Lansing, Michigan, is available for rental to business and community groups that support the ANC mission; contribute to creation of a healthy, connected Eastside neighborhood; or have a direct impact on the growth of ANC and ANC programs. Catering is allowed and, if alcohol is served, a licensed bartender or other certified person must be provided. Underage drinking is not permitted, and is the responsibility of the renter. This contract is for stand-alone use of the conference/classroom.

Conference/Classroom	Business Hours Monday-Friday 9am-5pm	Evenings & Weekends
Classroom Only	\$25/hour for first hour \$15/hour for each additional hour	\$35 for first hour \$20/hour each additional
With Great Room Package	\$15/hour	\$20/hour

Fees are inclusive of having an ANC staff member present during the event for care and maintenance of the facility, assisting guests with questions and lock up. Please note that the facilities staff person is not part of a catering or serving team. (i.e., You or your caterer are responsible for serving, bussing tables, re-stocking serving platters, washing dishes, etc.)

Reservation: To reserve your event day and date, a \$50 deposit is required. The balance of the rental fee is due on date of event. All payments are to be made by check or money order, payable to Allen Neighborhood Center.

Set-Up: The renter will have access to the facilities 30 minutes prior to the event, unless otherwise arranged.

Clean-Up: The premises must be left in the condition in which they were found at the beginning of the rental period and will be approved by an ANC Representative.

Responsibility: The conduct of all participants while in the AMP shall be the responsibility of the Renter. Renter also accepts all responsibility for any injury to person(s) or property, or loss of or damage to property or theft of personal property during the rental period, or resulting therefrom. Allen Neighborhood Center retains the right to evict objectionable persons from the premises or to call for security/police help if deemed necessary. Violations may result in denial of future reservation requests.

Indemnity: Renters shall release, indemnify, keep and save harmless Allen Neighborhood Center, its agents, officers, employees, or members from any and all responsibility or liability for any and all damages or injury of any kind or nature whatever (including death) to all persons, whether agents or employees of the Renter or persons attending the events for which the premises have been leased, and to all property damage proximately caused by, incident to, resulting from, arising out of, occurring in connection with, the use by the Renter of the premises. The provisions of this section shall include any and all losses, damages, injuries, settlements, judgments, decrees, awards, fines, penalties, claims, costs and expenses, including reasonable attorney's fee. Further, the space renter and space owner mutually waive all rights against each other for damages.

Returned Checks: There will be a \$30 fee for any returned check.



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The renter agrees to rent the conference/classroom of the Allen Market Place facility, a project of Allen Neighborhood Center, during the stated dates and times, in accordance with the terms of this rental contract. The space will be available to the renter only during the times stated in this contract, therefore renter should include sufficient time for set up and cleanup. Rental fees are based on a block of time and are inclusive of the set up and clean up time.

Date: _____

Full Legal Name of Renter	Legal Status of User (check one) <input type="checkbox"/> individual/ group <input type="checkbox"/> producer <input type="checkbox"/> caterer <input type="checkbox"/> church <input type="checkbox"/> classroom instructor <input type="checkbox"/> non-profit <input type="checkbox"/> Other
Name of Authorized Representative	Title
Mailing Address	City, State, Zip
Telephone	Email

Name of Event	Space(s) Rented <input type="checkbox"/> great room <input type="checkbox"/> maker kitchen <input type="checkbox"/> conference/classroom <input type="checkbox"/> wash-pack kitchen <input type="checkbox"/> Other
Date(s) of event	Time of Event
Set up time	Breakdown Time
Live music? <input type="checkbox"/> yes <input type="checkbox"/> no Food Served? <input type="checkbox"/> yes <input type="checkbox"/> no Alcohol Served? <input type="checkbox"/> yes <input type="checkbox"/> no Non-Profit in kind donation? <input type="checkbox"/> yes <input type="checkbox"/> no	Catering? <input type="checkbox"/> yes <input type="checkbox"/> no Name of Caterer: Address: Phone:

Total Number of Use Hours _____ @Hourly Fee _____ =Rental Fee: \$ _____

Total Due and Terms of Payment: \$ _____

By signing this request for use of the AMP conference room, the signee agrees to comply with the terms of this agreement. The Allen Neighborhood Center agrees to let the requestor know as soon as possible if their request has been granted and will then agree to make the requested space available to the requesting group at the time stated. By signing this Rental Contract, the Renter acknowledges having read and understood the terms of this contract and acknowledges that this Rental Contract is binding both on the parties and the organizations they represent.

RENTER:

Signature _____ Print Name _____

Title _____ Organization _____ Date Signed _____

ANC Representative: _____ Date Signed _____