



Visser Property Management

Rental Application and Agreement for Use  
5401 W H Ave, Kalamazoo, MI 49009

Name/Business: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Group contact person/phone: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Number of people expected (40 max): \_\_\_\_\_

**\*Parking only available to 19 vehicles. No parking is allowed on the streets.**

Will alcohol be served? Yes \_\_\_\_\_ No \_\_\_\_\_

#### **Date & Time**

Date requested: \_\_\_\_\_

Time requested:

Arrival time (no earlier than 8:00am) \_\_\_\_\_

Departure time (no later than 10:00pm) \_\_\_\_\_

#### **Rental Fee**

\$235 for 4 hours (minimum), \$60 for each additional hour

Time includes set up and take down

Yard games, additional chairs and tables are available upon request.

Event Venue has 2x60" round tables

Meeting Space has a 39"x86" table

Work Space has a 40"x74" table

\*Rental fee must be paid in full at time of reservation.

### **Damage Deposit**

A damage deposit of \$250 must be submitted at least seven days prior to reservation date. In the event of damage, which is to be determined at the sole discretion of Visser Property Management, the deposit will not be returned. If there are no damages, the deposit will be returned.

### **Proof of Insurance:**

Proof of liability insurance is required (copy of declaration page or one day special event policy). If alcohol will be served, Certificate of Insurance Liability listing Visser Property Management as additional insured on a General Liability and Host Liquor Liability Insurance Policy (\$1,000,000 min.) is also required. Deposit and proof of insurance must be submitted at least seven days prior to reservation date. If not received at least seven days prior, rental fee is forfeited and Visser Property Management reserves the right to cancel reservation.

### **Building Access:**

Information will be given prior to booking and again before your event.

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**Nuisance:** Renter shall be responsible and pay all damages and charges for any nuisance made or suffered on the premises or way bordering thereon resulting from the activities of the Renter.

**Indemnity by Renter:** Renter will indemnify Visser Property Management and save it harmless from and against any and all claims, actions, damages, liability and expense in connection with loss of life, personal injury, and/or damages to property arising from or out of the occupancy or use by Renter of the said premises or any part thereof or any other part of Visser Property Management's property, occasional, wholly, or in part by any act or omission of Renter, its agents, contractors, employees, or invitees.

**Release Form:** Your signature indicates that you have read and agree to abide by all the information included in this application, including the rules on the third page of this application and agreement.

**RENTER**

**VISSER PROPERTY MANAGEMENT**

## **Rental Policy**

- Rental Fee is due when reservation is made. Deposit and proof of insurance due at least seven days prior to the event.
- Renter must be 21 years of age, or older. Photo ID required.
- There will be NO ALCOHOLIC BEVERAGES served or consumed on the premises without meeting each requirement of the Facility Rental Alcohol Policy below
- There will be NO SMOKING OR VAPING inside the premises.
- No animals inside the premises.
- Decorations may not be attached to walls, ceiling or lights.
- Commercial events that are open to the public must be approved.
- Storage of personal property is not allowed. Visser Property Management will not be responsible for property left in the building.
- The premises must be vacated no later than midnight.
- Trash bags are provided and all garbage must be placed in the trash receptacles outside the building.
- Snow removal and salt are included by Visser Property Management
- All clean-up must be completed during the rental period. Limited cleaning supplies are provided.

Failure to comply with any of the above conditions will result in immediate revocation of the rental.

Before leaving, please check that:

- All windows are closed and locked
- Kitchen area is cleaned
- Tables have been wiped off
- Floor has been swept
- Tables and chairs have been returned to original location
- Trash, including restroom trash, has been taken out of the building
- Lights are turned off in all rooms
- All exterior doors are closed and locked

### **Facility Rental Alcohol Policy**

Renters of Corner 401 are permitted to serve alcohol only under the following conditions:

- Insurance Requirement: Certificate of insurance listing Visser Property Management as additional insured on a General Liability and Host Liquor Liability Insurance Policy (minimum \$1,000,000)
- Additional \$250 deposit (refundable)
- Renter must ensure that alcohol is not consumed by minors (age 21 and under)
- No alcohol sales permitted, i.e. no cash bar

If alcohol is served without meeting all of the requirements listed, the entire deposit will be forfeited and Visser Property Management reserves all additional rights and remedies at law or in equity.

### **Cancellation Policy**

- To cancel a facility rental, you must give notification by either
  - Text/call 269.377.4761
  - Email [corner401events@gmail.com](mailto:corner401events@gmail.com)

Regular rental fees will be refunded in full if received 30 days prior to rental, and 50% if between 7 and 30 days. Cancellations received less than 7 days prior to the rental date will receive no refund.

Questions during your rental period? Call 269.377.4761