



# VILLAGE OF PIGEON

29 South Main Street, P.O. Box 379

Pigeon, Michigan 48755

www.pigeonmichigan.com

Hall (989) 453-2733 · Fax (989) 453-3000 · Police (989) 453-3001

DPW After Hours Emergency (989) 453-3473

## PIGEON EVENT CENTER RENTAL AGREEMENT

311 SOUTH MAIN STREET

PIGEON, MICHIGAN

Effective March 1, 2025

Village of Pigeon hereby rents to \_\_\_\_\_

THE PIGEON EVENT CENTER for a \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

A deposit will be retained until the property has been thoroughly inspected by the village. It is noted that the Village of Pigeon Council reserves the right to set rental rates in March of each year, and the renter will be responsible for any increases to the rent. Said renter agrees to be responsible for said hall and to leave it in the condition as received, except for ordinary dirt, wear and tear, and agrees to pay a cleaning charge for excessive dirt such as food or drink, littering the property. To the best of the knowledge of the Village of Pigeon Council all equipment and furniture are in good condition, but the Village of Pigeon makes no warranty of any kind as to the fitness for use or safe condition or otherwise of said furniture and equipment, and said renter agrees to immediately report any indication of defective equipment and/or improper condition of any furniture. The renter also agrees to use the equipment and furniture at the renter's own risk. To the fullest extent permitted by law, the renter party agrees to defend on behalf of and hold harmless The Village of Pigeon, its elected and appointed officials, employees and volunteers and all others working on behalf of the Village of Pigeon, against any and all claims, demands, suits, loss, including all cost connected therewith, for any damage which may be asserted, claimed or recovered against or from the Village of Pigeon by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out of the alleged negligence of the Village of Pigeon and/or in any way connected or associated with this contract. Because of this liability, the renter hereby provides to the Village of Pigeon the name of the renter's insurance company, policy number, and liability limits, along with a copy of the insurance certificate or declaration sheet. If the renter does not have Home Owners or Rental Insurance, Wedding Insurance will need to be obtained at their expense.

Renter's Home Owners Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Verified: \_\_\_\_\_

Liability limit: (300,000 minimum required) \_\_\_\_\_

This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, Found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866)-632-9992 to request a form.



# VILLAGE OF PIGEON

29 South Main Street, P.O. Box 379

Pigeon, Michigan 48755

[www.pigeonmichigan.com](http://www.pigeonmichigan.com)

Hall (989) 453-2733 · Fax (989) 453-3000 · Police (989) 453-3001

DPW After Hours Emergency (989) 453-3473

## HALL RULES & REGULATIONS

- Facility is available day of the Rental Date (fees apply if prior day entry is needed)
- Friday Day before Saturday Event (fee applies), guaranteed entry by 9 am Friday before Saturday Rental.
- The facility and property are **SMOKE FREE**.
- The renter will remove all items, including decorations, food, and anything related to the event, and vacate the facility & property by **11:30 pm** on the day of the event.
- Any and all decorations shall not damage the facility.
- Decorations, signs, shall NOT be fixed to the walls or hung from the ceiling anywhere in the facility.
- The renter is required to lock the facility whenever they leave.
- The kitchen facilities must be left clean. This includes the cooler, refrigerator, freezer oven, ranges and counters.
- All trash must be contained in garbage bags and placed in the dumpster when you leave.
- All beverages, both alcoholic and non-alcoholic, must be obtained by the renter.
- Drinking of alcoholic beverages must be under strict control at all times.
- No minors are to be served any alcoholic beverages. Failure to comply with this regulation violates the law and makes the renter liable to all penalties provided under the law.
- Renter is responsible for all actions of minors in the facility or on the property.
- Renter shall assume any and all liability and responsibility for any and all damages, including bodily injury and property damage, resulting from the serving of alcoholic beverages.
- Security & Bar Tenders will be obtained by the village when deemed necessary, at the cost to the renter.
- The village reserves the right to inspect the premises at all times to ensure compliance with the provisions of this contract.
- Any violations of the provisions of this contract shall be deemed sufficient cause for immediate termination of the renter's rights and privileges upon the premises.
- If the renter misrepresents the reason for which the hall is to be rented, the entire deposit will be forfeited.
- Renter is responsible for any and all damages. If the damage deposit is not sufficient to cover all expense then the excess will be billed to the renter.

**ANY SURPLUS SECURITY/DAMAGE DEPOSIT WILL BE RETURNED BY MAIL TO THE RENTER**

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

Renter

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_



# VILLAGE OF PIGEON

29 South Main Street, P.O. Box 379

Pigeon, Michigan 48755

www.pigeonmichigan.com

Hall (989) 453-2733 · Fax (989) 453-3000 · Police (989) 453-3001

DPW After Hours Emergency (989) 453-3473

## PEC EVENT INFORMATION

Name: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Type of Event: \_\_\_\_\_ # of People: \_\_\_\_\_

Space Needed: (select one)      Winsor Room      Veteran's Room      Whole Building.

Phone Numbers: (w) \_\_\_\_\_ (c) \_\_\_\_\_

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

### AMENITIES INCLUDED:

Table set-up date: \_\_\_\_\_ Time: \_\_\_\_\_

# Round tables: \_\_\_\_\_ # Rectangular tables: \_\_\_\_\_

# Chairs: \_\_\_\_\_

Head table: \_\_\_\_\_ Chairs: \_\_\_\_\_

Seating Layouts: \_\_\_\_\_ (Note: maximum with round tables)

Stage/riser: \_\_\_\_\_ Size: \_\_\_\_\_ Location: \_\_\_\_\_

Ambience/lighting: \_\_\_\_\_

Walk-in Cooler: \_\_\_\_\_ Audio/Video: \_\_\_\_\_ Wireless internet: \_\_\_\_\_

Event decoration hours: \_\_\_\_\_

Outdoor sign: " \_\_\_\_\_ "

### STAFF: (Event Center closes at 11:30 pm)

Note: End of event policies, key drop, clean up, etc., in Rules & Regulations

Bartenders YES / NO    How many? \_\_\_\_\_    Hours: \_\_\_\_\_

Security YES / NO    Hours: \_\_\_\_\_

### ADDITIONAL CHARGES APPLY:

Post Party Additional Cleanup – all table tops and decorations must be taken from the hall before leaving –

Additional fee for removal \$50 \_\_\_\_\_

Custom Wall Monogram/Logo - \$75 each \_\_\_\_\_

Style: Classic \_\_\_\_\_ Modern \_\_\_\_\_ Welcome \_\_\_\_\_

Names: \_\_\_\_\_

Event Technical Support - \$100 \_\_\_\_\_

***Make all checks payable to the Village of Pigeon.***

This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, Found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866)-632-9992 to request a form.



# VILLAGE OF PIGEON

29 South Main Street, P.O. Box 379

Pigeon, Michigan 48755

[www.pigeonmichigan.com](http://www.pigeonmichigan.com)

Hall (989) 453-2733 · Fax (989) 453-3000 · Police (989) 453-3001

DPW After Hours Emergency (989) 453-3473

## PEC RENTAL RATES & COST SUMMARY

Name: \_\_\_\_\_ Date/Time: \_\_\_\_\_

*All rental fees include table setup & take down. Make all checks payable to the Village of Pigeon.*

### SUNDAY-THURSDAY RATES:

RENTAL TYPE	COST	ENTER RENTAL AMOUNT
Entire Building-Veteran's, Winsor & Kitchen	<b>\$825</b>	
Veteran's Room w/ Kitchen	<b>\$600</b>	
Winsor Room w/ Kitchen (Sunday)	<b>\$225</b>	
Winsor Room w/ Kitchen (Monday-Thursday)	<b>\$275</b>	
Entire Building Business Rate (8 am to 4 pm)	<b>\$550</b>	

### FRIDAY RATES:

RENTAL TYPE	COST	ENTER RENTAL AMOUNT
Entire Building-Veteran's, Winsor & Kitchen	<b>\$975</b>	
Veteran's Room w/ Kitchen	<b>\$600</b>	
Winsor Room w/ Kitchen	<b>\$450</b>	

### SATURDAY RATES:

RENTAL TYPE	COST	ENTER RENTAL AMOUNT
Entire Building-Veteran's, Winsor & Kitchen	<b>\$1,200</b>	
- <i>Optional:</i> Friday day before Saturday Event (9 to 8 pm)	<b>\$550</b>	
- <i>Optional:</i> Friday evening before Sat. Event (4 to 8 pm)	<b>\$400</b>	
Veteran's Room w/ Kitchen	<b>\$675</b>	
Winsor Room w/ Kitchen	<b>\$500</b>	



# VILLAGE OF PIGEON

29 South Main Street, P.O. Box 379

Pigeon, Michigan 48755

www.pigeonmichigan.com

Hall (989) 453-2733 · Fax (989) 453-3000 · Police (989) 453-3001

DPW After Hours Emergency (989) 453-3473

## BAR & SECURITY RATES:

RENTAL TYPE	COST	ENTER RENTAL AMOUNT
4 HOURS		
- (1) Bartender (under 50 people) & Security	<b>\$300</b>	
- (2) Bartenders (over 50 people) & Security	<b>\$400</b>	
5 HOURS		
- (1) Bartender (under 50 people) & Security	<b>\$330</b>	
- (2) Bartenders (over 50 people) & Security	<b>\$500</b>	
6 HOURS		
- (1) Bartender (under 50 people) & Security	<b>\$360</b>	
- (2) Bartenders (over 50 people) & Security	<b>\$600</b>	

## ADD-ONS

RENTAL TYPE	COST	ENTER RENTAL AMOUNT
Pub Tables (total of 6 tables available) QTY:	<b>\$30 ea</b>	
Decorative Lighting	<b>\$100</b>	

## GAZEBO

RENTAL TYPE	COST	ENTER RENTAL AMOUNT
Gazebo Rental	<b>\$100</b>	
Chair Setup & Takedown (min. charge-up to 50 chairs)	<b>\$100</b>	
Each chair after the minimum <b>TOTAL ADD QTY:</b>	<b>\$2 ea</b>	

<b>TOTAL RENTAL COST</b>	
<b>50% DEPOSIT (REQUIRED TO RESERVE- NON-REFUNDABLE)</b>	

## TERMS:

Deposit Received Date \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Balance Due Date \_\_\_\_\_ Amount Due: \_\_\_\_\_

*Make all checks payable to the Village of Pigeon.*

***Cancellation: All deposit & rental fees are non-refundable.***