

# Ferron City Hall and Fairground Building Rental

Effective January 22, 2009

Rental Fees are based on event, size and use:

## City Hall & Fairgrounds Buildings –

- Small Events at City Hall (Ferron City residents only) í í í í í .. í í í í í No Charge
- Small Events with less than 100 people (Fairgrounds only) í í í í í í í í í í í í \$ 35 per day
- Large Events and Non Profit Events including fund raising events (Fairgrounds only)í ... \$ 75 per day
- Weddings or Large and Small Profit Events (Fairgrounds only).í í í í í í í í í í í . \$100 per day
- Reserve Mayors Park or Fairgrounds pavilion (no deposit required) í í í í í í í í í . \$ 25 per day
- All Fairground Building Events held during the months of November, December, January, February and March will have an additional \$35.00 heating charge added per day of the event.\*
- No dark colored punch or Jell-O can be served at City Hall.
- No alcohol on premises at any time.
- If keys are not returned by the next business day after the event, the renter of the building will be responsible to pay to have all doors in the building rekeyed.
- **If any items on the cleaning checklist are left undone, a \$20.00 charge will be given for each item.**

A cleaning deposit of \$150 is required for **ALL** events. The person or group reserving the facility may have the cleaning deposit refunded in full if the facility is left clean to the attached standards upon departure.

The cleaning deposit will be returned in full **ONLY** after the key has been returned to City Hall and the building has been inspected to reflect all of the attached checklist items have been performed and approved by the City Janitorial Service. **Ferron City reserves the right to take up to five working days to return the cleaning deposit.**

Group _____	Event _____
Representative _____	Event Date _____
Home Phone _____ Work _____	Rental Fee \$ _____
Address _____	*Heating Fee \$ _____
_____	Total Amount Due Prior to Rental \$ _____
Signature _____	Janitorø Approval: Yes _____ No _____
Janitorø Signature _____	Amount Refundable \$ _____ Date _____

## Ferron City Hall and Fairground Building Rental

The person or group reserving the facility may have the cleaning deposit refunded in full **if** the facility is left clean to the following standards upon departure:

### **NO DARK COLORED PUNCH OR JELL-O IS TO BE SERVED AT CITY HALL**

### **NO ALCOHOL ON PREMISES AT ANY TIME**

#### **MAIN BUILDING**

- Floor must be swept and/or vacuumed after each use.
- Floor must be mopped thoroughly if there is any food or drink spills; and/or dirt, mud, or other debris that has been tracked in and cannot be removed by sweeping.
- Garbage receptacles must be emptied into outside dumpster and liners replaced.
- Tables and chairs used must be cleaned and returned to storage area in an orderly manner.
- Bleachers must be wiped off and the underneath floor left clean and free from debris.
- Heat turned down to 60 degrees.
- All windows and doors closed and securely locked.
- All lights turned off.

#### **BATH ROOMS**

- Toilets must be cleaned inside & out.
- Sinks and fixtures must be cleaned.
- Floor around the toilets must be clean and free of urine or other debris.
- Walls must be clean and wiped down if necessary.
- Garbage receptacles emptied.
- Floors must be swept after each use and free of debris.
- Floors mopped as needed.
- Water faucets turned off.
- Toilets flushed and free of plugging or water running.

***RETURN KEY TO CITY HALL IMMEDIATELY FOLLOWING USE OF BUILDING OR PLACE IN DROP BOX.*** If keys are not returned by the next business day after the event, the renter of the building will be responsible to pay to have all doors in the building rekeyed.

#### **KITCHEN**

- Floor must be swept after each use.
- Floor must be mopped thoroughly if there is any food or drink spills and free from dirt, mud or other debris that has been tracked in and cannot be removed by sweeping.
- Sinks and fixtures must be cleaned and free of food and debris.
- Stove, oven and microwave must be cleaned and turned off.
- Refrigerator must be wiped out on the inside and wiped down on the outside. All unused items must be removed.
- Counter tops and table must be cleaned and free from debris and stains.

#### **PAVILION**

- Clean up all debris from around pavilion.
- Clean tables and benches.
- If lights are used, make sure they are off when you leave.