Conditions of Use

Rental Fees: Total rental fees are due and payable on the day the reservations are made. Rental fees may be reduced by the City for non-profit groups and organizations.

Non-Cleaning/Damage Deposit: A $100.00 cleaning/damage deposit will be due and payable for any reservation; returnable upon final inspection and approval from City staff.

Damages to the Facilities: Cost for repairs and cleaning will be the responsibility of the party signing the agreement. The security deposit will be used toward any costs, and the party will be responsible for cleaning and/or damages incurred above the $100.00 deposit.

Cancellation Policy: Reservations cancelled at least thirty (30) days prior to your reservation date, your payment will be refunded. Cancellations with less than thirty (30) days' notice **will not** be refunded, unless the space is re-reserved in which case all but $25.00 will be returned.

Reservations: Reservations are only for the date and time indicated on the form, make sure to include time for set up and clean up.

Check In: Before using any of our facilities on the weekend or after hours, someone from your group must check in at the front counter of City Hall to sign out a key. City Hall's regular office hours are Monday – Friday from 7:30 a.m. – 4:30 p.m. If your event is during the weekend, you must check in no later than 4:00 p.m. on the Friday prior to your reservation.

Check Out: Keys must be returned to the front office of City Hall within two (2) days of your function. If your event is on the weekend or after hours, you are responsible for securing the building prior to your departure.

Rules and Regulations

* Alcoholic beverages are permitted; however, additional insurance certification naming the City of Boyne City as additionally insured is required prior to your event.
* No stapling, nailing, tacking, or taping signs/banners, and decorations on or to any part of the walls, ceiling or windows.
* Open flames and incense are prohibited throughout City Hall, with the exception of caterer's sterno or other food warming methods.
* You are responsible for cleaning the tables, floors, kitchenette (if used) and the room(s) after your function within the time indicated on your reservation form.
* Trash containers are provided for your use and extra trash bags will be available.
* Trash must be removed from the premises.
* If you move tables and/or chairs, put them back how they were set up when you arrived.
* No furniture or fixtures may be moved outside.
* If you reserve one of the rooms adjacent to the patio, make sure the patio door(s) are locked.
* When you leave the room, make sure all windows are locked and doors are closed.
* No smoking is permitted within city hall facilities or on the outdoor patio. Smoking is permitted in the parking lot only, and no cigarette butts are to be left on the ground.
* Persons, organizations, groups or businesses using any of the rooms within the city facilities, agree to hold the City of Boyne City harmless from any injury, loss, damage, liability, costs or expense that may arise during, or be caused by, use of the city hall facilities or grounds.

Room Rental Checklist

Please use the following checklist to ensure the room is left in an acceptable condition. Leave this form and the keys at the City Hall front desk. If City Hall is closed, put them through the gate.

- O Room is returned to the configuration it was set up in when you arrived.
- O Tables have been wiped down.
- O Electronic equipment has been turned off.
- O Carpet has been vacuumed.
- O Kitchen floor has been swept or mopped if applicable. Supplies are in the janitor closet.
- O Countertops and sinks and sink areas are clean, if applicable.
- O Refrigerator has been left clean and your items removed, if applicable.
- O Trash has been removed from the building.
- O Doors to the patio have been locked if an upstairs room was used.
- O Room lights have been turned off, windows are closed and locked and doors are closed.
- O The elevator has been locked and left open on the second floor.
- O The large gray stairway door has been closed. The door swings shut.
- O Keys and this checklist are left at the City Hall desk.

Signature of Responsible Party _____Date_____