



Venue Rental Application

Name of Organization:

Is Organization a 501(c)3?

Yes

No

Contact Person (will be onsite during Event):

Address:

City/State/Zip:

Phone:

Email:

Event Date:

Event Start Time (include setup time):

End Time (include cleanup time):

Set-up Time:

Number of Guests:

Type of Event:

How did you hear about Riverview Launch?

Is your group interested in a 10 minute tour of Riverview Launch to learn more about the history of this transformative project?

Yes

No

Eating Onsite?

Yes

No

If yes, who will cater?

Space Requested:

Conference Room & Hub _____

Grounds & Restroom access _____

Payment Information

20% deposit is required to reserve a space. For Events of 100 or more Guests, a \$200 refundable damage deposit is due at the time of reservation.

Full payment is due 5 business days before Event date, payable by cash or check. Please make all checks out to Kalamazoo County Land Bank. We are unable to accept credit/debit cards at this time.

Questions and event arrangements should be directed to the Kalamazoo County Land Bank

Phone number: 269-762-6191 | Email: landbank@kalamazoolandbank.org

Office Use Only

Date

Amount

Balance Due

Payment #1

Payment #2

General Policies

- Noise levels must be maintained at an acceptable level.
- All items rented from outside vendors must be removed at the conclusion of the Event. Equipment or items (i.e. tents, chairs, etc.) that need to be removed after the Event require special arrangements with Kalamazoo County Land Bank and must be made two weeks in advance of the Event.
- Kalamazoo County Land Bank is not responsible for lost or stolen property, equipment or rental items from outside vendors.
- Parking is to be limited to the lot spaces available. If additional parking is required, it must be arranged in advance with Kalamazoo County Land Bank. No parking on grass areas unless otherwise arranged.
- Smoking and drug use is strictly prohibited on Riverview Launch grounds.
- If weather necessitates Event cancellation, Kalamazoo County Land Bank will retain the 20% deposit, but will refund the remaining rental fee. Full deposit refunds are available for cancellations 30 days or more in advance of the scheduled event.
- Event set-up and tear down need to be planned within the allotted rental time. If additional set up time is needed before the day of the Event, it must be approved and coordinated with Kalamazoo County Land Bank.
- Lessee shall be charged for set-up and tear down time.
- Kalamazoo County Land Bank reserves the right to cancel any Event whose activities interfere with the safety and security of the grounds, and/or Tenants and Guests.
- Lessee is responsible for set-up and clean-up of the facility. All tables and chairs need to be cleared and garbage placed in the trash receptacles. An additional \$50 custodial services required for work not done satisfactorily will be paid by Lessee.
- Lessee shall be invoiced for any overage time. Additional hours will be charged per the stated hourly rental rate.
- All decorations must be temporary, not cause property damage, and must be removed at the conclusion of the Event. Use of nails and/or tacks is prohibited.
- Lessee agrees to indemnify, defend, and hold harmless Kalamazoo County Land Bank, their Board of Directors, and employees from any and all liability and/or claims for property damage and/or bodily injury to anyone or anything that arises from, or is caused by, actions or omissions taken out of, or is in any way connected or associated with this Event.

Alcohol Policies

- Events during business hours, (Monday-Friday 8am-5pm), may not serve alcohol.
- Events in which alcohol will be served have a maximum capacity of 100 Guests.
- The sale of alcoholic beverages on Riverview Launch grounds is strictly prohibited. Sale includes, but is not limited to, the exchange of monetary or in kind compensation between Lessee and Event Guests by way or direct or indirect purchase such as entry fees, fundraisers, raffles, auctions, donations, tickets, tips, or other means.
- Events seeking alcohol service will be considered on a case by case basis.
- Provision of alcohol shall be limited to beer and/or wine. Liquor and spirits are prohibited at all times.

- Lessee and Caterer are responsible for meeting all local, state, and federal laws, codes, ordinances, and regulations applicable to the provision of alcohol.
- All Lessees shall provide a Certificate of Host Liability Insurance with a minimum policy limit of \$1 million per occurrence. The certificate of insurance must name Kalamazoo County Land Bank as an additional insured. The certificate must be provided to Kalamazoo County Land Bank a minimum of 5 business days prior to the Event. Failure to provide a certificate in a timely fashion may result in the cancellation of the Event. If an Event is cancelled pursuant to the Lessee's failure to provide a certificate as required, no refund shall be issued.
- All Lessees hosting an Event in which beer and/or wine will be served must utilize a Caterer from the Kalamazoo County Land Bank approved list.
- A professional properly licensed bartender employed by the Caterer is required for all alcohol service.
- All open alcohol shall be consumed onsite and no open alcoholic beverages shall be allowed to leave the site.
- It is the responsibility of the Lessee and the Caterer to insure that alcoholic beverages are not consumed by individuals less than 21 years of age.

Catered Food Service without Alcohol

- Only Caterers with ServSafe certification will be allowed to provide services.
- Lessee is responsible for informing the Caterer that the Caterer is responsible for cleanup of food and service areas after use; including but not limited to: sinks, dishes, counters, table tops, and floor.
- All garbage must be placed in the trash receptacles.
- All tables and chairs must be returned to their original location.
- Caterers may use kitchen facilities including the refrigerator and oven, only for Events in which the Hub space is included as part of their rental.
- Prior approval is needed for the use of grills or other appliances that produce a flame.
- The use of Sterno for warming is acceptable.
- Lessee must make arrangements with Caterer to verify which supplies the Caterer will provide and which supplies need to be brought in by Lessee. This includes, but is not limited to: serving ware, napkins, coffee/sugar/creamer, utensils, etc.

Non-Exclusive Use

- Events conducted during business hours, (Monday-Friday 8am-5pm), must not interfere with the regular business of Riverview Launch Tenants.
- The Hub is a shared Tenant space; therefore, Tenants may need access for restroom usage and light kitchen usage during business hours.
- Scheduled meal times during your Event in the Hub should be arranged in advance with Kalamazoo County Land Bank.
- Riverview Launch Tenants agree to respect your Event and to the greatest degree possible, not interrupt your Event.

Rental Fees

	Private		Non-profit	
	Hourly	Daily (8a-5p)	Hourly	Daily (8a-5p)
Conference Room & Hub	\$75	\$600	\$45	\$360
Grounds & Restroom	\$25	\$200	\$15	\$120

- Day rate covers a maximum of 9 hours. Additional hours will be charged per the above stated hourly rate.

Events with 100 Guests or More

Insurance:

- All Lessees for Events of 100 Guests or more shall provide a Certificate of General Liability Insurance with a minimum policy limit of \$1 million per occurrence. The certificate of insurance must name the Kalamazoo County Kalamazoo County Land Bank as an additional insured. The certificate must be provided to the Kalamazoo County Land Bank a minimum of 5 business days prior to the Event. Failure to provide a certificate in a timely fashion may result in the cancellation for the Event. If an Event is cancelled pursuant to the Lessee’s failure to provide a certificate as required, no refund shall be issued.
- All Caterers must provide a certificate of insurance naming Kalamazoo County Land Bank as an additional insured. The certificate must show proof of general liability, vehicle liability and workers’ compensation coverage. General liability must have coverage greater than or equal to \$1,000,000, Workers’ Compensation coverage must be at least \$500,000.

Damage Deposit:

- A refundable damage deposit of \$200 is required for all Events of 100 Guests or more. After the Event is concluded, the deposit will be refunded if the following conditions are met:
- No changes have been made to the grounds, buildings, furniture, or equipment
- The space is arranged in the same configuration/position in which it was found
- The space is free of debris, trash, and damage to property
- Any equipment or rental items have been returned in good condition to Kalamazoo County Land Bank
- If damages are noted by Kalamazoo County Land Bank staff after the Event is concluded, it will be documented, and deducted from the damage deposit
- An invoice will be issued for any damage in excess of \$200

By signing below, all terms of this form are understood and agreed.

Lessee Signature: _____ Date: _____

Printed Name/Title _____

Riverview Launch Event Rental Alcohol Addendum

By signing this document, Lessee acknowledges and agrees to comply with the following requirements:

- Provision of alcohol shall be limited to beer and/or wine. Liquor and spirits are prohibited at all times.
- A certificate of Host Liability Insurance in the amount of \$1 Million per occurrence naming Kalamazoo County Kalamazoo County Land Bank as an additional insured shall be provided by the Lessee by _____. (5 business days prior to scheduled Event.)
- All Lessees hosting an Event in which beer and/or wine will be served must utilize a Caterer from the Kalamazoo County Land Bank approved list.
- A professional properly licensed bartender employed by the Caterer is required for all alcohol service.
- It is the responsibility of the Lessee and the Caterer to insure that alcoholic beverages are not consumed by individuals less than 21 years of age.

Failure to abide by the terms of this Addendum shall result in cancellation of the Event and no refund shall be issued.

Lessee Signature: _____ Date: _____

Printed Name/Title _____

Approved Caterer Requirements for Events Serving Beer and/or Wine

- Certificate of Insurance: Caterers must provide a certificate of insurance naming the Kalamazoo County Kalamazoo County Land Bank as an additional insured. The certificate must show proof of general liability and liquor liability with minimum policy limits of \$3 million per occurrence as well as workers compensation and auto in accordance with Michigan statutory requirements.
- Caterers must show proof of TIPS or comparable server training