

The Grand Traverse Circuit Space Rental Agreement - Rates, Guidelines, Terms & Conditions

Rental Rates

Space	Capacity			Week Day/ Night Rates (Mon-Thurs)	Weekend Rates (Fri-Sun)	Ongoing Programs (min. 3 months) <i>No weekends</i>
	Standing	seated	tables & chairs			
Upper Gallery (Upper Floor)	160	115	75	\$75/hr	\$100/hr	\$55/hr
Creative Kitchen (Lower Floor)	96	68	32	\$75/hr	\$100/hr	\$55/hr
*Whole Facilities				\$125/hr	\$200/hr	\$75/hr

Prices subject to change

Ongoing Programs - Three months minimum (use of space one or more times per month for three months.) There will be a one time management fee of \$35 required for all ongoing programs.

One-Time Events - Minimum rental time for one-time events is four hours.

* **Events expecting 75 or more guests** - Full facility rental is required.

Packaged Times

\$150	Toddler party	9am – 1pm	upper level with tables and chairs for 20 adults, tumble mats
\$300	Memorial	10am – 3pm	whole facility with tables and chairs for up to 100 seated, & table covers
\$400	Artist release event	7pm – 11pm	upper level with tables and chairs.
\$550	Graduation celebration	10am – 4pm	whole facility with tables and chairs, water and coffee carafes. No alcohol
\$650	Private party	3pm – 11pm	whole facility with tables and chairs, water and coffee carafes. No alcohol
\$875	Private party + alcohol	3pm – 11pm	whole facility with tables and chairs, water and coffee carafes.
\$1400	All Day rental	8am – 11pm	whole facility with tables and chairs, water and coffee carafes.

\$55/\$80/\$100 On going rental rates for 1 hour / 2 hours / 3 hours consecutive in one day,

All rentals include 5g wifi internet access, AUX stereo hook up, a Bluetooth amp speaker with microphone, beach style beverage tubs, and a reasonable amount of recycling & trash. Unless noted renter will either provide table covers or pay \$40 for linen table covers

Rental Rates do not include the following Fees:

- Manager Fee – a \$55 Manager Fee is required for all one-time events
- Onsite Manager: \$55/hr if you request an onsite manager for your special event.
- Additional Equipment and Amenities (as requested) - see rates on Rental Application
- Security Deposit: \$150 for large events (75 guests or more), \$250 for any event with alcohol.

Agreement

Renter agrees to rent the space at 225 W. Fourteenth St. from **“The TC Circuit (501c3)”** according to the terms of this Rental Agreement

Rental Areas

Spaces for rent include the Upper Gallery Space, Lower Level, the small office, or the Kitchen area. As well as the Entire Facility. Renter understands the physical location and boundaries being rented. Renter understands that other areas of facilities, including the administrative offices are not available for public rental. Art Gallery exhibits will be left intact in original locations.

Availability

Events may be held from 8:00 AM to 11PM. Please also note that **any set-up, decorating and clean-up time for your event must be included within the rental time and fee.** Renter agrees that set-up and clean-up time is included within the approved rental time and all persons, supplies and decorations must be out of the building by that time. If guests cannot enter the building, Renter must contact their specified **“The TC Circuit (501c3)”** manager. Unless specified in Rental Application, no materials may be stored, left or placed outside the Rental Space. Any items remaining after an event will be left at the liberty of **“The TC Circuit (501c3)”** to decide how to handle them.

Smoking is not permitted in any area inside or outside of the facilities; this includes our outdoor gardens.

Music, Décor and Signs

Renters must gain prior approval from The TC Circuit (501c3) for music and volume levels; the use of Sterno flames; signs and decorations. Only ribbon, poster putty, or string may be used for attaching decorations-absolutely **no tacks, nails, tape, wire, or staples may be used. No glitter, sparkles, rice, birdseed** (birdseed is ok in garden) or other similar materials allowed. Only Food and beverages, music/volume levels, decorations, signs indicated/approved on the Rental Application are allowed. Renter understands and agrees to the limitations on allowable décor.

Food and Catering

Food and beverages are allowed, but must be discussed at the time of agreement regarding any specific needs. Details must be stipulated on Rental Application / Use of Space Agreement.

The TC Circuit (501c3) does not operate on-site catering services. Individuals and groups renting space at The TC Circuit (501c3) may bring in a licensed and insured caterer of choice. Caterers are responsible for all materials and personnel brought into the facility. The TC Circuit (501c3) is not responsible for any lost or stolen equipment or any other property belonging to the caterer or event host/hostess.

The TC Circuit (501c3) has a small kitchen located on the lower level. The kitchen is equipped with sinks, preparation areas, two ovens, microwave, refrigerator, freezer, and dishwasher. Caterers must make special arrangements in advance to leave any equipment or materials in the kitchen past the conclusion of the event. Kitchen facilities are available for only limited use and must be stipulated and approved in the Rental Application / Use of Space Agreement.

Alcoholic Beverages

For service of alcoholic beverages in TC Circuit (501c3) space, **this must be approved and stipulated on Rental Application and Renter agrees to obtain proper Michigan State License/Certificate of Insurance.** No alcoholic beverages may be sold at any event held in the facilities. A rental agreement and certificate of insurance for a general liability of one million dollars (and a one day Liquor Liability Insurance Rider in the amount of one million dollars), stating The TC Circuit (501c3) as additional insured (on both policies if two), must be completed and **submitted no later than 7 days prior to the event.** Insurance may be obtained from your Homeowner's or Renter's Insurance Policy. Certificates and person responsible must be present during entire event. Renter agrees to abide by all laws and regulations regarding service and consumption of alcoholic beverages on the premises.

Equipment & Amenities

The rental rate includes free parking and the use of certain requested equipment and amenities. Renter understands the availability of basic amenities and any extras are stipulated in the Rental Application / Use of Space Agreement. The TC Circuit (501c3) has a small collection of audio-visual equipment including microphones and DVD player. Rental charges apply for the use of certain equipment (see Rental Application for items and fees). **Renters must arrange for any additional equipment needs or specialized technical assistance.**

Renters must notify TC Circuit (501c3) two weeks in advance of any arrangements made for delivery of equipment or materials.

Parking

The parking lot can hold about 12-15 vehicles. Cars may park up and down Pine Street and across 14th at Thirby Field.

Reservation, Cancellation, and Billing Policies

Please try to make your reservations a minimum of 30 to 60 days prior to your event. The deposit (half of rental subtotal) along with a completed Rental Application is required to guarantee your reservation. Reservation will be confirmed with the deposit and acceptance of this rental agreement. The deposit will be returned if the rental application is denied. Cancellations must be made at least 30 days in advance to receive a refund of the deposit less a \$200 handling fee. If a cancellation is made less than 30 days to the day of the rental, your deposit will be forfeited. The applicable security deposit may be used toward any excess cleaning or damage charges. If the space is satisfactorily left at the conclusion of the event, the entire security deposit will be returned within 2 weeks following the event.

Payments

Renter agrees to pay the rate(s) indicated in the Rental Application / Use of Space Agreement in-full before using the space. Full payment for the space must be received on or before the event date, or the space will not be available for use and the rental deposit will be forfeited. 12-month contracts and Ongoing use of space must be paid by the 1st of the month for which the space is to be used, unless otherwise agreed upon by parties. Payment may be made via cash, check, or money order; Please do not mail cash payments. If paying by credit card and additional fee may apply.

Send check or money order to: T C Circuit, 225 W 14th St., Traverse City, MI 49684 .

Additional Fees & Responsibilities

Renter agrees to pay a TC Circuit (501c3) Manager a \$55 fee to provide rental and building access for one-time events.

An onsite manager can be made available for your event for a \$55/hour fee. This \$55/hour rate will be charged for a manager to be onsite during the requested length of time for your event. Agreed upon fee and requirements will be negotiated and stipulated in the Rental Agreement.

To show courtesy to other visiting groups, guests are restricted to the specific area rented and the restroom area unless special arrangements have been made through the TC Circuit (501c3) office; the exchanging of spaces will incur an additional cost. Additionally, if a Renter is renting only a specific area of the overall space, The TC Circuit (501c3) has the right to allow other Renters in the unoccupied space for additional offerings, unless the Renter specifically leases the Entire Facility.

Renter agrees to leave the facilities in the same condition as it was prior to an event to avoid damage charges. All decorations, equipment and garbage must be removed from The TC Circuit (501c3) at the end of the event. Renters are expected to have a clean up crew to finalize the event at the agreed upon time. Variations to this may result in forfeiting your deposit. A clean-up fee will be charged to the lessee if not completely satisfactory. Anything other than regular maintenance Clean-up following all events will be billed at the rate of \$55 per hour. The TC Circuit (501c3) may deduct fees for cleaning from the deposit for Renter's failure to do so.

Any Event Space use including children, Renter agrees to have proper supervision for all children.

Renter agrees that no Firearms, weapons of any kind, use or presence of illegal drugs or paraphernalia will be permitted on or around The TC Circuit (501c3) property.

Renter agrees that no animals are allowed to enter enclosed buildings, with the exception of animals specifically for the use of a person with a disability or animals that are used for instructional purposes deemed appropriate by The TC Circuit (501c3) Manager.

Limitation of Liability

Renter assumes responsibility and liability for all damages or losses to The TC Circuit (501c3), the Facility, persons or property that occur as a result of the negligence or any actions of Renter or its officers, employees, agents, representatives, invitees and guests during the entire rental period.

Renter agrees that any deposit(s) may be used to offset damage costs and acknowledges that costs are not limited to the amount of the deposit received by The TC Circuit (501c3). The renting party also agrees to reimburse The TC Circuit (501c3) for any damages to the property or costs incurred as the result of any member of the visiting group.

The renter further accepts the responsibility for enforcing compliance with the terms and conditions of this agreement to the individuals attending said event. The renter will be held responsible for the conduct and behavior of any persons in their group.

Renter agrees that The TC Circuit (501c3) liability to Renter is limited to the total amount paid by Renter in rental fees and deposits. Renter agrees that The TC Circuit (501c3) will not be liable for any failure to perform or damages caused by an act of God, force of nature, or other unforeseen event reasonably beyond The Grand Traverse Circuit control.

Renter understands that The TC Circuit (501c3) is not responsible for any items or property belonging to renter or renter's guests that is lost, stolen or damaged before, during or after the rental period.

All Renters must provide a copy of their liability insurance. Insurance may be obtained from your Homeowner's, Renter's Insurance Policy or through you organization/business. "TC Circuit (501c3)" as additional insured, and must be completed and **submitted no later than 30 days prior to the event.** Certificates and person responsible must be present during entire event.

Reservations of Rights

The TC Circuit (501c3) reserves the right to cancel agreements for nonpayment or noncompliance with rules or to refuse the use of its facilities for any reason deemed appropriate at The TC Circuit (501c3) discretion. Rental space use and policies are set by, and may be changed by, The Grand Traverse Circuit Founder/President. This Rental Agreement is a binding legal contract.

By signing The TC Circuit (501c3) Rental Application, the Renter of The TC Circuit (501c3) facilities, agrees to the terms as set forth in The TC Circuit (501c3) Space Rental Agreement / Use of Space Agreement.