

109 S. Hall St.  
P.O. Box 374  
Farwell, MI 48622  
Phone: 989.588.9926  
Fax: 989.588.4352



# Agreement for Rental of the Village of Farwell Farmer's Market

## General Information:

1. Village of Farwell Market is open for rental from November 1 – April 15, due to the Farmer's Market closing for the season.
2. Picnic tables may be moved to accommodate for an event, but must be put back before leaving.
3. The rental permit should be with the permit holder during the event.
4. The building must be cleaned up of all garbage and debris that occurred during the usage of the facility.
5. Confetti decorations, silly string, glitter, foam, etc. are not allowed inside or outside the Farmer's Market.
6. Hanging of decorations on the walls or from ceiling is prohibited.
7. No alcoholic beverages are allowed on the Farmer's Market grounds.
8. The Farmer's Market building is smoke free.
9. Tables and chairs are available upon request.
10. Bathroom and trash cans will be provided along with supplies to clean and replenish.
11. Heat is available during the winter months.
12. Building must be cleaned at the end of the rental in order to receive your deposit back in full.
13. Building must be locked and secured at all entrance locations.

## Key Policy

Generally, the Village of Farwell is closed most evenings and weekends, therefore the renting party's representative will be granted a code to access the key lockbox located outside of the backdoor of the Farmer's Market building. To access the code, the renting party must contact the Village within 24 hours of the date of rental for the code, Monday – Friday 7:30am – 4:00pm at 989-588-9926. Codes will not be given to parties more than 72 hours in advance. Renting parties are not to inform any other persons or parties of the code for the lockbox. Upon locking and securing the building at all entrance locations, the key must be returned via an envelope in the drop box located at the Village Office, located at 109 South Hall Street. The envelope will be provided by the Village. The renting party is not allowed to make copies of any keys issued by the Village. The key must not be placed back into the lockbox. The renting party will assume all responsibility for lost, stolen, or damaged keys. In the event that the key is not returned

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immediately in the drop box, the renting party will be held responsible for all costs associated with rekeying.

Fees:

1. \$30.00 per hour (non-refundable) with a \$50 security deposit.
2. Security deposit will be paid out after the inspection of the event.

This permit grants the following named team or group the use of the Village of Farwell Farmer's Market building at the stated date and time. (In the event a regular Village of Farwell event is scheduled at the same time, the Village event will take precedence) No refund or rain checks will be issued. In the event this group or team decides not to use the above facility on the above date, they are urged to call 989-588-9926 to inform the Village office.

Contact Person \_\_\_\_\_ Phone ( \_\_\_\_ ) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Number of people in Party \_\_\_\_\_

Reason for Request \_\_\_\_\_

Use Date(s) \_\_\_\_\_ Time From \_\_\_\_\_ to \_\_\_\_\_

**RELEASE AND HOLD HARMLESS AGREEMENT**

It is agreed by the organization using the facilities that they will be responsible for any damage to property. It is further agreed that the signing party will hold the Village of Farwell harmless for any damage or injury that the signing organization might incur during its use and occupation of the Village Farmer's Market. It is further agreed that any damage to the Village Farmer's Market building would be an additional charge to the rental fee.

\_\_\_\_\_  
Signature of Organization Representative/Individual

\_\_\_\_\_  
Date

Office Use Only: Amount \_\_\_\_\_ Cash \_\_\_\_\_ Check# \_\_\_\_\_

Signature of Staff Issuing Agreement \_\_\_\_\_ Date \_\_\_\_\_