

# Rental Information

## AVAILABILITY

Daily from 8 a.m. to 10 p.m. unless otherwise reserved. Please contact the Marquette DDA at [info@downtownmarquette.org](mailto:info@downtownmarquette.org) or 906-228-9475 for availability.

## PAYMENT

Unless noted in the space under indemnification, an invoice for the rental payment and security deposit will be sent to the renters' email and can be paid online. If preferred cash, card, and check can be accepted at the MDDA office as forms of payment to cover the hourly rental rate.

**Notice: Set-up time, event time, and take-down times must be included within your requested rental time.**

## SECURITY DEPOSIT

There is a required security deposit of \$250. Your security deposit will be refunded if the building is left in an orderly, undamaged condition, and the doors to the building and restrooms are locked.

(Restrooms only need to be locked when a rental ends after 5 p.m.)

Security Deposits will be sent an invoice via email with the rental fee, or if noted can be dropped off as a check dated for the day of the event, to the MDDA office

## FIXTURES/AMENITIES

The fire code capacity of the building is 75 people standing or 50 seated.

There are nine 8 ft. folding tables and 50 padded folding chairs available to renters. The tables and chairs provided by the MDDA are to remain indoors. Renters can bring additional tables and chairs for indoor or outdoor use.

There is a small kitchenette area that includes a counter, sink, and refrigerator.

WIFI is available.

## PLAZA (OUTDOOR AREA)

There is a plaza use fee of \$100/day for renters wanting exclusive use of the plaza at the Commons. Use of the Plaza is otherwise permitted, though the exclusive use is not guaranteed. To put a structure or tent on the plaza, there is a fee of \$150/day. In addition to the plaza use fee and the structure fee, renters must pay the hourly rental rate. Structures can only remain on the plaza for the time of the rental.

## KEY CODE

All renters will get a unique Key Code emailed to them once payment for rental is received. The Key Code will lock and unlock all rental space areas and restrooms. Renters are required to lock the doors after use.

## PARKING

The rental fee for the Marquette Commons does not include paid parking. There is ample parking available in nearby public lots, as well as meters in the parking lot adjacent to the building. Please do not park in the Pathways Lot.

## REFUND/CANCELLATION POLICY

Reservations canceled 30 days or more ahead of the rental date will receive a full refund. Reservations canceled between 29 and 2 days ahead of the rental date will receive a 50% refund. Reservations canceled within 48 hours of the rental date will not receive a refund.

## OTHER INFORMATION

- The restrooms at the Commons are open to the public. Exclusive use of the restrooms is not included in the rental. If your rental occurs outside of regular business hours (8 a.m.-5 p.m.) it is the renter's responsibility to lock the restrooms after the rental. Failure to do so may result in a forfeiture of security deposit.

- Weddings receptions of more than 75 people are not permitted.
- Long-term rentals are not permitted.
- Alcohol is permitted in the commons building with proper permits, see page 2.

## CONTACT

Contact: For questions regarding your rental, contact the Marquette Downtown Development Authority at [info@downtownmarquette.org](mailto:info@downtownmarquette.org) or (906) 228-9475. If you have issues at any point during your rental, a number will be given to you for emergencies after the rental payment

MARQUETTE COMMONS

# Rental Packet

## RENTAL RATES / FEES

Rental Rate: \$75/hour  
Security Deposit: \$250

Plaza Use Fee: \$100/day  
Structure Fee: \$150/day

Alcohol Permit: \$25

Marquette DDA  
337 W. Washington St.  
Marquette, MI 49855

(906) 228-9475 Ext: 102  
[info@downtownmarquette.org](mailto:info@downtownmarquette.org)



# RENTAL CONTRACT

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_

DATE OF RENTAL \_\_\_\_\_ START TIME - END TIME \_\_\_\_\_ ACTIVITY/EVENT TYPE \_\_\_\_\_ EXPECTED ATTENDANCE \_\_\_\_\_  
INCLUDES SET UP AND TEAR DOWN

PUBLIC OR PRIVATE EVENT \_\_\_\_\_ INDOOR OR OUTDOOR EVENT \_\_\_\_\_ IF EVENT IS OUTDOORS, WILL A STRUCTURE ( SUCH AS A TENT )  
BE PLACED IN THE PLAZA AREA? IF SO PLEASE EXPLAIN.

NUMBER OF TABLES AND CHAIRS NEEDED FOR EVENT \_\_\_\_\_  
Commons can provide up to 9 tables and 50 chairs TABLES CHAIRS

WILL ALCOHOL BE SERVED INSIDE?  YES  NO

(If YES, an alcohol permit must be obtained from the MDDA office and a \$25 permit fee is required. Alcohol served outside requires an additional permit from the City of Marquette. If alcohol will be sold at the event, a permit from the State of Michigan is required.)

## MARQUETTE COMMONS END OF RENTAL CHECKLIST

- Make sure all trash is left in the trashcans. If the trashcan is full replace the bag and leave the full bag tied next to the trashcan. Double bag any leaking trash bag
- Turn off the Fireplace and the Fireplace light if turned on.
- Turn off all lights in the rental space and bathrooms.
- Verify all windows are closed and locked.
- Lock all doors, including the restrooms, and make sure the restrooms are empty.  
(restrooms only need to be locked if the rental ends at 5pm or later)

### Please Note

- Renters are welcome to use the cleaning supplies and garbage bags located under the counter
- Tables and chairs may not be taken outside. Renters are responsible for additional tables and chairs to be brought in for outside use.
- When turning on the fireplace, allow up to 30 seconds for the fire to ignite after pressing the power button. Turn off the fireplace at the end of your rental.
- The enclosed vestibule area may be used during your rental.
- No smoking or open flames anywhere in the building.
- Please do not nail or permanently affix anything to the walls.

# INDEMNIFICATION

Permittee hereby covenants and agrees to indemnify and save harmless the City of Marquette, its Marquette Downtown Development Authority, its departments, officers, employees and agents, from any and all claims and demands for all loss, injury, death, or damage, that any person or entity may have or make, in any manner, arising out of any occurrence related to:

- (1) This permit;
- (2) The activities authorized by this permit; and
- (3) The use or occupancy of the premises, which are the subject of this permit, as well as any other City-owned lands.

This indemnification and save harmless agreement shall extend to all loss, injury, death, or damage, proximately caused or arising out of negligence of the permittee, its departments, officers, employees, agents and guests.

**I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS SET FORTH IN THIS CONTRACT.**

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**NAME OF AUTHORIZED REPRESENTATIVE (PLEASE PRINT)**

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**SIGNATURE OF AUTHORIZED REPRESENTATIVE      DATE**

**I HAVE READ THE MARQUETTE COMMONS END OF RENTAL CHECKLIST AND UNDERSTAND THAT ALL OR PART OF MY SECURITY DEPOSIT MAY BE RETAINED IF ALL CHECKLIST ITEMS ARE NOT COMPLETED, IF EXCESSIVE CLEANING IS REQUIRED BY MDDA MAINTENANCE STAFF, IF THE BUILDING IS DAMAGED, IF BUILDING FURNISHING ARE DAMAGED OR MISSING, OR IF THE DDAS ARE LEFT UNLOCKED.**

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**SIGNATURE OF AUTHORIZED REPRESENTATIVE      DATE**

## I PREFER TO PAY BY

### RENTAL FEE

EMAILED INVOICE

IN OFFICE

### SECURITY DEPOSIT

EMAILED INVOICE

CHECK TO MDDA OFFICE

## OFFICE USE ONLY

RENTAL FEE TOTAL (PLUS ADDITIONAL FEES, IF APPLICABLE): \$\_\_\_\_\_

SECURITY DEPOSIT: \$250 CHECK/INVOICE #\_\_\_\_\_

### ADDITIONAL FEES

ALCOHOL PERMIT FEE: \$25

PLAZA USE FEE: \$100/DAY

STRUCTURE ON PLAZA FEE: \$150/DAY

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**SIGNATURE OF MDDA REPRESENTATIVE      DATE**