

**Hubbard Lake Community Association (aka HLCA)**  
**Located at 1561 Hubert Road, Hubbard Lake MI 49747**  
**Mailing address: PO Box 55, Hubbard Lake MI 49747**  
**Phone: 989-464-3936**

**Hubbard Lake Community Association Center Rental Agreement**

It is, hereby, agreed by and between (name) \_\_\_\_\_, (address) \_\_\_\_\_, (city) \_\_\_\_\_, (zip) \_\_\_\_\_, (phone) \_\_\_\_\_ hereafter called the Renter and the Hubbard Lake Community Association, that the Renter shall rent the HLCA Center for the following date(s); \_\_\_\_\_ for the purpose of (type of event) \_\_\_\_\_. The Rental Fee of \$\_\_\_\_\_ and Security Deposit of \$250.00\_\_.

It is agreed and understood that in consideration of the rental of the Hubbard Lake Community Association Center, the Renter shall provide Certificate of Insurance made out to Hubbard Lake Community Association with limits of liability no less than \$500,000 per occurrence. \_\_\_\_\_ (**Renter to initial here**). (Contact your homeowners insurance to obtain a Special events policy for one day which is typically free with most homeowners insurance.)

In addition, if any Renter will serve or allow any alcoholic beverage(s) at this event, an additional Liquor Liability Insurance is required with a minimum \$1,000,000 Policy and Certificate of Insurance listing Hubbard Lake Community Association. \_\_\_\_\_ (Renter to initial here).

This agreement grants the Renter the use of the HLCA Center and it's parking lot for the Renter and the Renters Guests on the date indicated above. (Rental does NOT include any portion of the Library).

The Date for this rental cannot be guaranteed until Security Deposit is received. Payment for event must be received in full at least 30 days in advance. Refund of Security Deposit will be issued to the person who signs the Rental Agreement and HLCA representative checkout approval. Deposit will be refunded if HLCA Center is left clean, free of garbage and in no need of repairs. All payments are to be made payable to HLCA. Cancellation notice must be made a minimum of 30 days in advance or Rental Fee will be forfeited. Only Security Deposit will be automatically refunded if rental is cancelled for any reason.

Renter must be at least 21 years of age to rent the HLCA Center for any purpose.

Smoking, vaping and use of illicit drugs is strictly prohibited inside of the Hubbard Lake Community Association Center. Any residual smoke within the premises will be cause to lose security deposit. Renter is responsible to insure all comply with our policy. \_\_\_\_\_ (**Renter to initial here**).

Decorations are to be free standing only. No decorations are to be affixed to ceilings, walls, windows, doors, tables or chairs, etc. Tables and chairs are not to be stood upon for any purpose. If more time is needed to decorate prior to rental date, please contact HLCA representative to check availability. \_\_\_\_\_ (**Renter to initial here**).

It is the Renter's responsibility to secure and maintain security at the sole expense of Renter. Renter will inspect prior to leaving the building to insure all doors are locked.

If Renter is utilizing the services of a caterer, the caterer is required to provide a copy of their Catering License or a copy of a ServSafe Certificate to our HLCA representative prior to rental date. Be aware our kitchen is a WARMING kitchen only and is not to be used in preparation or cooking of any foods.

Renter is responsible to clean the area(s) used by renter and guests. The floors should be swept clean and any liquid or food spills wiped up immediately. Renter must take all of their belongings, put tables and chairs back in their original location and remove all garbage bags from premises. Renter is also responsible for any outside debris from their event. Please contact HLCA representative if additional time is needed the following day (to be completed by 9 am).

HLCA shall not be liable for any personal injury, death or property damage occurring on or to the premise or to any persons thereon resulting from any of the following:

- Loss of property by theft or burglary
- Any damage caused by action of the natural elements.
- Damage or injury resulting from the conduct by either the Renter or Renters Guests, whether negligent or otherwise.

HLCA does not hold a liquor license and therefore liquor cannot be sold in any manner at HLCA Center. Renter acknowledges that you and any server at Hubbard Lake Community Association Center/grounds, in Hubbard Lake, MI where a patron or guest, adult or underage, consumed his or her last alcoholic beverage is responsible for harms subsequently inflicted by the Renter or any of their Guests or Others. You must also understand that you are liable for any conditions or activities of which you may or may not create at your event that would lead to any potential lawsuits while renting HLCA Center. \_\_\_\_\_ (**Renter to initial here**).

Renter shall be responsible for the application of insurance proceeds, if any, for the repair or replacement of the premises or property thereon necessitated by any damages caused during the rental period and if the injury or property loss was not insured against, renter shall repair the demised premise or property at the sole expense of the Renter.

Only licensed service animals are allowed inside the HLCA Center.

Renter shall use the premises within lawful manner.

Please note that there is no land telephone available at HLCA center.

\_\_\_\_\_  
HLCA Representative

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Contact phone

\_\_\_\_\_  
Contact phone

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

Hubbard Lake Community Association Center

Rental Rates (HLCA Members receive 10% discount on rental rate)

Weekend Event (Friday, Saturday or Sunday)

Rental \$350; Deposit \$250

Other Weekday Event (Mon, Tues, Wed. or Thurs)

Rental \$100; Deposit \$250

Funeral/Memorial

Rental \$50; Deposit \$250