



HERTH Hall Reservation Policy

1. Eligibility and Application Process

Parties: The agreement is between the Historic Elk Rapids Town Hall Association, LLC (HERTHA) and the "Renter".

Non-Transferability: The agreement may not be reassigned, transferred, or sublet without prior written consent from HERTHA.

2. Rental Fees and Payment

Reservation Fee: A 50% reservation fee (plus the security deposit) is required to reserve the Hall upon contract signing.

Final Payment: The final payment, including the balance of the rental fee and the security deposit, is due no later than seven (7) days before the event.

3. Cancellation and Refund Policy

Refund of the reservation fee due to cancellation by the Renter is based on the following schedule:

0% refund: 30 or fewer days in advance of the rental date.

25% refund: 31 to 60 days in advance.

50% refund: 61 to 90 days in advance.

75% refund: 91 to 180 days in advance.

100% refund: More than 181 days in advance.

4. Usage Guidelines and Restrictions

Noise Ordinance: The Village of Elk Rapids requires noise abatement after 11:00 p.m.

Capacity: The maximum capacity is 150 people with tables and chairs, or 330 people using chairs only.

Aisles: A 5-foot wide center aisle and 3-foot wall allowance must be maintained.

Prohibited Areas: The balcony and basement are not open to the public.

Stage Access: May be restricted, such as when a drama production crew is preparing for a show.



5. Building Access & Key Policy The combination for the lockbox will be sent to the email address on file. The lockbox is located at the side entrance equipped with a ramp. A \$75 replacement fee will be charged if the key is lost or damaged.

6. Security Deposit and Clean-up

Security Deposit: The security deposit will be returned if the Hall is returned to its pre-event condition and all conditions of the agreement are met.

Damages: The Renter is responsible for any damage or defacing of the premises and must pay for all repairs.

Cleaning Responsibilities: All trash and recycling must be bagged and removed from the premises. Tables and chairs must be reset to the manner found prior to the event.

7. Alcohol and Smoking

Outside Alcohol is Prohibited: No outside beer, wine, or liquor may be brought into the Hall.

Exclusive Provider & Service: Cellar 152 of Elk Rapids is the exclusive licensed alcohol provider for events at the Historic Elk Rapids Town Hall (HERTHA). Renters desiring to serve alcohol must contract separately with Cellar 152, which holds the necessary licensing and insurance.

Cellar 152 Contact Information:

Contact Person: John Bokon (Bar Manager)

Phone: (231) 264-9000 or (231) 499-8369

Smoking: Smoking is strictly prohibited inside the Hall.

8. Liability and Insurance

Indemnification: Renter agrees to hold HERTHA harmless against all claims for injury to persons or property.

Insurance: HERTHA does not carry insurance for the Renter's property or that of their guests.