



The Marquette Commons Rental Contract Information

Thank you for your interest in renting the Marquette Commons Building.

Please issue two checks payable to the Marquette Downtown Development Authority. One check in the amount of \$250 that will serve as a security deposit fee. The check will be returned to you after your rental and upon subsequent inspection by DDA personnel of the facility and return of the keys.

A second check in the amount of \$_____ to cover the rental charge

Return all copies of the completed facility use agreement, along with the rental and deposit fees within 15 days to maintain your reservation date to:

Marquette DDA
203 S. Front Street, Suite 1-B
Marquette, MI 49855

After receipt of your form and checks, a copy of the signed agreement will be returned to you with a confirmation of your reserved hours.

Cost of Rental: \$35/per hour for private group rental
\$45/per per three hour use for non-profit group rental
Security deposit: \$250

Staff will open the building according to rental hours. Set up and take down times must be within the scheduled rental hours. Renter is responsible for cleaning the facility, closing and securing the facility. Security deposit will be refunded when keys are returned and facility is left in a clean and undamaged condition.

Fixtures/Amenities (Indoors):

The capacity of the building is 75 persons. The Commons offers 6 eight foot long folding tables, and 50 folding chairs. It is the renter's responsibility to set up and take down these items. The tables and chairs provided by the DDA are not to be removed from the building.

There is a small kitchenette area that contains a sink and counter. It is the renter's responsibility to provide their own utensils, silverware, serviceware, and linens. The sink area must be cleaned after your rental.

A beautiful gas fireplace is available for your use. If you wish to have the fireplace ignited please let the DDA office know prior to your rental date.

Other information.

There is no smoking allowed in the building, the outside covered area, or the canopy.

If you would like to decorate do not use staples, tacks, nails, screws, etc. Do not adhere items to the structure.

The restrooms are not part of the rental and are open to the public

Refund/Cancellation Policy.

If reservation is cancelled 30 days or more ahead of scheduled date, a full refund will be made.

If reservation is cancelled between 29 and 2 days ahead of scheduled date a 50% refund.

If reservation is cancelled within 48 hours of the scheduled date there will be no refund.

If you have any questions regarding your rental, contact the Marquette Downtown Development Authority, (906) 228-9475 or e-mail: admin@downtownmarquette.org