

KREGER FARMHOUSE POLICIES AND REGULATIONS

1. Reservation Policy

- a. A 50 percent reservation deposit and a signed rental request are required to secure a booking date. Final balance of the rental fee along with a \$100 security/cleaning deposit (a separate check that will be kept in escrow) is due ten (10) business days prior to the booking date. .
- b. Some applicable fees may be waived if you are a Franklin affiliated non-profit.

2. Cancellation Policy

- a. To cancel or make any changes to a reservation, call 14 days prior to the event to receive a refund less a \$10 processing fee. If less than a 14 day notice is given, a \$50 cancellation fee will be applied.

3. Smoking

- a. Smoking and open flame of any kind, including candles, is prohibited inside all facilities. Except as it relates to cooking.

4. Alcohol Policy

- a. Liquor or alcohol is not permitted to be sold at any event except with proper State license. Other alcohol use on premises is restricted to beer and wine and requires a separate village permit.
- b. Opened beverage containers are the property of the applicant and should be emptied for recycling or removed by the applicant at the conclusion of the event.

5. General Policy

- a. Applicant agrees to maintain the facility floors in a safe and clean manner. Applicant agrees to pick-up all trash and decorations from room and place in trash receptacles at the end of function/event. Failure to remove trash and decorations will result in a deduction of deposit.
- b. Applicant agrees to guarantee that the following rules will be observed by all individuals in attendance at function/event.
 - i. Orderly behavior
 - ii. Financial responsibility for any damages due to use of the facilities.
 - iii. You and your group will not remove, change, rearrange, or revise anything in or on the facilities without the specific approval of the Kreger House administrator's approval.
- c. Applicant is responsible for setting up their event and discarding of trash in the provided receptacles.
- d. Confetti, birdseed, rice, glitter are not allowed inside the house.
- e. Noise ordinance applies to all rentals.
- f. Grills are allowed as long as they are kept 10' from any of the structures. If applicable, hot coals are to be extinguished prior to disposal.

6. Facility Rental Hours

- a. Evening functions shall conclude no later than 11:00 pm. Start and end times may be amended upon request and approval of the Kreger House administrator's approval.

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7. Insurance – please note the following classifications to ensure you have the proper insurance coverage.

a. **Rental by individuals (i.e. baby shower, birthday party):**

Evidence that the individual has personal liability coverage in force at a minimum level of \$100,000. This will normally take the form of a Homeowners, Condo or Tenants policy where the liability coverage is included along with other coverage's.

b. **Rental by Non-Profit Group (i.e. civic groups, service clubs):**

General Liability Coverage with a minimum Limit of Liability of \$1,000,000 per occurrence and aggregate, including Products and Completed Operations and Contractual Liability. Franklin should be named as Additional Insured.

c. **Rental to Commercial Group (i.e. for profit business):**

A. Workers' Compensation and Employers' Liability, Michigan Statutory Limits of Liability.

B. General Liability (Occurrence Basis Only) with the following coverage inclusions:

Broad Form General Liability Endorsement

Independent Contractor Coverage

Contractual Liability

Products and Completed Operations

Franklin named as Additional Insured

C. Vehicle Liability Coverage and Michigan No-Fault Coverage's including all company owned vehicles.

D. Limits of Liability for Coverage B above shall be a minimum of \$1,000,000 per occurrence and aggregate, and for Coverage C above shall be a minimum of \$1,000,000 combined single limited for Personal Injury, Bodily Injury and Property Damage.

E. If alcohol is being served whereby everyone contributes money for the cost of the event, then a license is required.

For events where a license is issued, there are additional insurance requirements over and above the rental insurance requirements.

The licensee must secure Liquor Liability and General Liability coverage and Franklin should be named as an Additional Insured. The minimum Limits of Liability should be \$500,000.