



CENTENNIAL

Centennial Condominium Homeowners Association

6312 Stadium Drive, Kalamazoo, MI 49009 • (269) 488-0133

centennialhoavicksburg@gmail.com

www.centennialhoavicksburg.com

Private Event Rental Agreement & Rules/Regulations **EVENT CENTER (NORTHSIDE)**

GENERAL INFORMATION

The Centennial Event Center is available for rental to Members in good standing of The Centennial Condominium Homeowners Association (“Association”). Reservations are accepted on a first-come, first-served basis. Association-sponsored or community events have scheduling priority.

Members are responsible for reviewing availability prior to submitting a request.

Rental Rates

- Monday–Thursday: \$25.00 per day
- Friday–Sunday: \$50.00 per day
- Includes 30 minutes before and after the event for setup and cleanup.

Rental charges are added to the Member’s Association account ledger and must be paid within seven (7) days of reservation confirmation. Failure to remit payment will result in cancellation.

Co-Owner Name: _____

Co-Owner Address: _____

Event Date & Time: _____

Type of Event: _____

Rental Rate: \$ _____

Member Initials: _____

No security deposit is required. However, the Member assumes full responsibility for all damages to the facility, furnishings, fixtures, or common areas. The Association will complete repairs and invoice the Member accordingly. Failure to remit payment may result in suspension of rental privileges and enforcement action.

Maximum occupancy is 100 persons. The Member is responsible for the conduct of all guests and vendors and for compliance with this Agreement, Association rules, and applicable law.



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POOL USE

Rental of the Event Center **does not include use of the pool or pool deck**. Pool access is restricted to authorized residents and guests pursuant to Association policy.

DECORATIONS

Decorations are permitted provided they comply with the following:

1. No decorations may be affixed to exterior signage or building signage.
2. No tape, adhesives, nails, tacks, or fasteners may be used on walls, ceilings, doors, windows, or painted surfaces.
3. Balloons must be monitored and fully removed. Retrieval of balloons from ceilings or fans will result in additional charges.
4. Confetti, glitter, rice, birdseed, straw, fog machines, candles, or open flames are prohibited.

Members will be invoiced for any damage or excessive cleanup associated with decorations.

NOISE LEVELS

The Event Center is located within a residential community. Noise must remain at reasonable levels at all times and comply with Village of Vicksburg and Township of Schoolcraft noise ordinances.

If noise becomes disruptive, management, the Association, or law enforcement may immediately terminate the event without refund. Loitering or gatherings in parking areas are prohibited.

FOOD, BEVERAGES & ALCOHOL

Food and beverages are permitted. Alcohol may be served only under the following conditions, consistent with municipal rental standards facility requirements:

1. Alcohol service must be incidental to the event and may not be the primary focus.
2. No alcohol sales are permitted unless all required state and local permits/licenses are obtained and provided to the Association in advance.
3. **Alcohol must be served only to guests 21 years of age or older.**
4. Alcohol must be monitored and controlled by the Member at all times.
5. The Association reserves the right to terminate alcohol service if safety or compliance concerns arise.
6. No kegs, bulk dispensing systems, or open self-service bars are permitted.
7. Alcohol consumption must remain inside the Event Center; no alcohol is permitted outdoors or in parking areas.

The Member assumes full responsibility for all alcohol service and consumption and agrees to indemnify the Association for any claims arising from such use.



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SPECIFIC CENTENNIAL HOA REGULATIONS

1. **The reserving Member must remain present for the entire event and cleanup period.**
2. Event Center rentals may not be made on behalf of non-members. Doing so will result in immediate termination of privileges.
3. Guests may not enter any other community rooms or Association facilities unless separately authorized.
4. Activation of fire alarms or emergency systems will result in the Member being invoiced for all related costs.
5. Parking availability cannot be guaranteed, as the lot is shared by all community residents.

MUNICIPAL & GENERAL FACILITY REQUIREMENTS

Consistent with Village of Vicksburg and Township of Schoolcraft rental standards:

1. Smoking and vaping are prohibited indoors.
2. Fire exits must remain unobstructed at all times.
3. Fireworks, candles, sparklers, and open flames are prohibited.
4. Illegal activity, disorderly conduct, or unsafe behavior is prohibited.
5. **Events must conclude by 11:00 p.m., including cleanup, unless approved in writing.**
6. The Member must comply with all applicable laws, ordinances, fire codes, and health regulations.

FACILITY CONDITION, INSPECTION & CLEANUP

Pre-Event Condition Review

Upon arrival, the Member must inspect the facility. **Any existing damage, cleanliness concerns, or missing items must be documented immediately by:**

- Taking photos
- Emailing them to management before the event begins

Failure to report existing issues prior to use may result in responsibility being assigned to the Member.

Cleanup Responsibilities

1. All cleanup must be completed by the Member.
2. Entry access is enabled 30 minutes before and after the event.
3. Furniture must be returned to original placement.
4. Additional cleaning or repairs required after inspection will be invoiced to the Member.

CLUBHOUSE TELEVISIONS

Use of Event Center televisions is at the Member's own risk. The Member is responsible for all personal account activity and must log out of all streaming services prior to departure.



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PRIVACY & SECURITY

The premises are subject to video and/or audio surveillance. Privacy should not be assumed. Recordings may be used in enforcement, investigations, or legal proceedings.

LIABILITY & INDEMNIFICATION

The Association is not responsible for lost, stolen, or damaged personal property. The Member agrees to indemnify, defend, and hold harmless the Association, Board, management company, agents, and contractors from all claims arising from the Member's use of the facility, including guest conduct and vendor actions.

ACKNOWLEDGMENT & SIGNATURE

By signing below, the Member affirms that they have read, understand, and agree to comply with this Agreement and all Event Center rules and regulations.

Member Name (Printed): _____

Member Signature: _____

Member Signature Date: _____

Member Email Address: _____

Member Phone Number: _____

Return completed form to: **kzooleasing@bhhsmi.com**
or mail to:

Berkshire Hathaway
6312 Stadium Drive
Kalamazoo, MI 49009

Reservations are not confirmed until written confirmation is issued by Berkshire Hathaway.

ADMINISTRATIVE USE ONLY:

Reservation Confirmed _____ **Account Charged** _____ **Access Setup** _____ **Email Scheduled** _____