

BELLE MAER HARBOR

41700 CONGER BAY DRIVE, HARRISON TWP, MI 48045 (586)465-4534 FAX: (586)465-6956

2019 BUILDING #8B RESERVATION FORM

Event: _____ Day: _____ Date: _____

Member Name: _____ Phone: _____ Well Number: _____

Address: _____ State: _____ Zip: _____

Email Address: _____ or _____

Guests (75 Max): _____ # Cars (25 Max): _____ Equipment Requested: # Picnic Tables (14 Max): _____

Serving Tables: (6 Max): _____ Grill: Yes _____ No _____

Start Time: _____ End time (10:00 pm latest): _____ Caterer: Yes _____ No _____ DJ/Band: Yes _____ No _____

Names – Caterer: _____ Entertainment (DJ/Band): _____

Proof of insurance is required for Caterers, Entertainment or other contractors hired for the event.

Acknowledgements:

1. The \$300.00 rental fee must be paid before Building 8B is officially reserved by the Marina office staff. The rental fee is not refundable. No more than 25 cars and 75 people allowed. Indicate numbers above.
2. The Member must be present at the event and be responsible to see that the guests follow all of the Marina rules and regulations. It is extremely important that functions at the Building 8B do not infringe upon the enjoyment of the Marina by our BMH Members.
3. The rental of Building 8B is available for Member functions only. Building 8B is not available for Member sponsorship to non-household family groups or neighbors or friends. The Marina also does not allow for Building 8B to be rented for high school graduation parties or weddings.
4. The swimming pool is not to be used as part of Building 8B rental. Therefore, you may not book pool parties for birthdays or youth sports teams. We need to be sure that the functions at Building 8B do not infringe upon our boaters as a result of excessive noise, parking violations, or excessive use of the Marina amenities (pool, tennis court, basketball court, etc.).
5. Two days prior to the event, the Member must supply a list of guests by name, which the Marina office will give to the guard so that he can check in the guests as they arrive. Building 8B is equipped with up to 14 picnic tables, 6 serving tables, one BBQ grill and a sink. Indicate numbers requested above.
6. This form can be completed by phone, email or by fax (586-465-6956). Once the event has been approved, the Marina office staff will require that the form be signed and the fee be paid before the reservation is final. No dates will be reserved without the proper documentation and payment.
7. If paying with credit card, please return this Reservation Form with the Credit Card Authorization Form which is available on the BMH website under the "Forms" link or from the Marina Office.

Agreed and accepted:

Member Signature: _____ Date: _____

Approved: Lynn Biondo _____ Date: _____ Jim Krause _____ Date: _____

Dates: Signed Form Received: _____ Rental & Security Deposit Received: _____

Certificates of Insurance Received: _____ Updated Calendar Distributed: _____