



Contact Us

Phone: 989-855-2144

Email:

clerk@villageofmuirmi.gov

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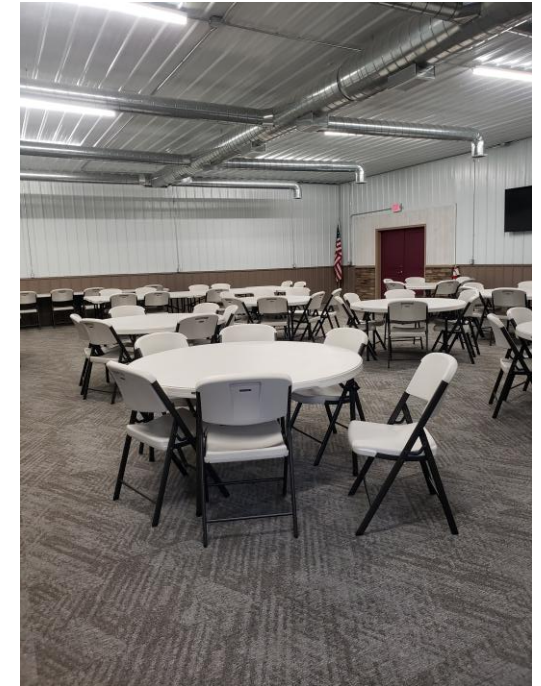
Located at:

122 W. Superior St.,

Muir, MI 48860

How Do I Make a Reservation?

- ❖ Call the village office at 989-855-2144 to request which day you would like. Rentals will be booked on a first-come, first-serve basis.
- ❖ Rental will not be considered confirmed until the entire damage deposit is received. The remaining \$100 must be paid no later than two weeks in advance of the event
- ❖ Rentals will not be booked more than one year in advance
- ❖ all rentals are from 8:00 AM to midnight on the day of the rental.



Community
Room

Village of Muir

Rental Information

1. The renter must be 21 years, or older Rental fee is \$100 plus a \$25 Cleaning fee and a \$100 refundable damage deposit. The capacity is to be no more than 100.
2. No smoking is permitted on the premises
3. No alcohol is permitted to be served or consumed in the community room or on village property
4. Beverages in bottles or pouches are encouraged. No grape red, or orange beverages may be served
5. A key will be available to pick up the week before the event.



Renter Responsibilities

- ❖ All chairs and tables remain in the community room.
- ❖ **Guests are required to vacate the premises by midnight and the renter by 1:00 AM**
- ❖ At no time while on the premises shall the village be responsible for guest or renters' property
- ❖ Decoration of facilities must be done on the day of the event unless prior arrangements are made. Decorations may not be secured with nails, screws, staples, or cellophane tape to the lights, ceiling, or walls. Please no glitter on tables
- ❖ The renter must remove all trash, As well as any non-village items.
- ❖ The renter shall be responsible for any damage to village property or equipment
- ❖ Renter is responsible to put the key in the dropbox at the Village Office front door.



Damage Deposit

1. Damage deposit is refundable if your event is canceled more than 30 days in advance
2. The damage deposit will be refunded 30 days after the event, provided no damage has occurred
3. To receive a full refund, the renter must clean the premises according to the cleanup checklist
4. The cost of repairing any damage will be deducted from the damage deposit