



Facility Rental

1. A signed booking agreement and non-refundable deposit is required to confirm an event date at the City of Muskegon Farmers Market.
2. The Renter is responsible for room set up and tear down. If the Renter chooses, Market staff can set up and tear down for a fee of \$100.00. (Market tables and chairs only).
3. All alcoholic beverages must be purchased through Muskegon Farmers Market. (*see also Alcohol Service Policies*).
4. All guests must depart no later than 12:00AM.
5. All table decorations, linens, centerpieces, equipment, place cards, or favors must be set up by the Renter or outside provider and removed at the conclusion of the event. Muskegon Farmers Market does not provide these items.
6. Muskegon Farmers Market is not responsible for any lost or stolen items, or any items left behind after an event.
7. Muskegon Farmers Market will not store any items overnight after your event. If any items are found, they will be kept on site for up to 5 days before discarding.
8. No glitter, confetti, or helium balloons are allowed in the event room. A \$250.00 cleaning fee is added to the bill if these items are used in the event room. The use of Chinese lanterns, fireworks, or sparklers on property is strictly prohibited.
9. Nails, pins, tape and staples are not allowed on event room walls or tables. Prior authorization must be obtained before hanging any signs or banners.
10. Muskegon Farmers Market reserves the right to charge the booking party for appropriate cleaning or repairs if the event space is damaged.
11. Muskegon Farmers Market reserves the right to refuse the booking of any event or entertainment deemed inappropriate to or consistent with the well-being and reputation of the facility.
12. **Facility Rental is not available on holidays and certain days surrounding them.**

Room Set Up

1. Please check with the Market Manager for the time at which the event space will be available for decoration or set up. Some set up details may still be in progress at that time.
2. Muskegon Farmers Market will not set up decorative items, centerpieces, favors, or place cards. The Renter should make arrangements for someone to do so.
3. No glitter, confetti or helium balloons are allowed in the event room. The use of Chinese lanterns, fireworks, or sparklers on property is strictly prohibited.