



Village of Suttons Bay  
420 N Front Street  
P O Box 395  
Suttons Bay, MI 49682  
231.271.3051  
[suttonsbay@suttonsbayvillage.org](mailto:suttonsbay@suttonsbayvillage.org)

**BAHLE PARK WARMING HUT  
LEASE AGREEMENT**

Lease agreement by and between the Village of Suttons Bay and the below listed Tenant for the date(s) of

\_\_\_\_\_.

**Rental Reservation:** Rental reservations are only reserved provided the Village has received both the signed agreement and payment. In order to preserve your reservation, please submit the lease agreement and your payment to the above address. Rentals are approved on a first come, first serve, basis. If the Village does not receive your payment and signed contract, the Village has the right to lease to another party for that date. The following rental rates per day are:

\$100.00 with a \$100.00 (refundable) cleaning deposit

Please provide two separate checks; one for the rental fee and one for the refundable deposit. See attached requirements for the refundable deposit.

**Lease Period:** The lease begins at 10:00 a.m. and ends at 10:00 p.m. There are no overnights and no camping. The building must be cleaned at the end of the rental period as the building may be rented the following day.

**Key:** Please contact the Village office at 231-271-3051, at least three days prior and before noon on Friday, to obtain the key code.

**Liability:** Tenant accepts and indemnifies the Village of Suttons against all liability or damage that the Village may suffer as a result of this lease to the Tenant, including personal injury, property damage, breach of contract, and legal fees and costs incurred by the Village. The Tenant is the responsible party in the event of any damage to the property or facilities by their guest during the time of their event.

**No alcohol:** This is a public facility and no alcohol is permitted on the premises.

**Violation of Lease Agreement:** Violation results in immediate termination of the lease period and may be terminated by any Officer of the Village, Administrator, Police, or DPW Supervisor.

Tenant's printed name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Phone/E-mail \_\_\_\_\_/\_\_\_\_\_

Tenant's signature \_\_\_\_\_  
Village Representative \_\_\_\_\_

**FOR OFFICE USE ONLY**

Lease payment received

Amount \$100.00

Check # \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card \_\_\_\_\_

Cleaning Deposit

Amount \$100.00

Check # \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card \_\_\_\_\_

Returned Cleaning Deposit

Amount \$100.00

Returned by mail on: \_\_\_\_\_

Or

Signature of individual picking up Cleaning Deposit

\_\_\_\_\_ Date: \_\_\_\_\_

## BAHLE'S WARMING HUT INSTRUCTIONS AND RENTER'S CHECKLIST

*Welcome to Bahle's Warming Hut!*

### **Lights:**

The outside light switch is located just inside the front door. Inside lights are located inside the kitchen wall. Bathroom lights are outside of each bathroom door.

### **Heat:**

Please feel free to turn the thermostat to a comfortable temperature. If you would like to start a fire in the fire place, firewood is located outside the building in the blue storage barn. Be sure to open the flue when starting the fire. When leaving, the flue stays open and the screen stays closed.

### **Cleaning Responsibilities:**

Before leaving, please see that the following checklist has been accomplished. This will help to ensure the return of your cleaning deposit. Please keep in mind your deposit may be applied to any damages to said property, or failure to complete the checklist.

- Floor swept and mopped. The broom and mop are located next to the kitchen.
- All items removed from the stove and oven, and wiped out.
- All items removed the refrigerator and wiped out.
- All trash removed from the building and placed in the outside trash can.
- Thermostat turned to 60 degrees.
- All lights turned off.

*We hope you have enjoyed your time at Bahle Warming Hut!*

If you encounter any urgent problems, please call the Village office at 231-271-3051, or the DPW department at 231-271-1032, or after hours and weekends at 231-866-0151.