



Make checks payable and mail to: Lowell Showboat VI, PO Box 86, Lowell, MI 49331

Reservation Form & Rules

Name: _____ Event Date: _____

Business: _____

Address: _____

Email: _____ Phone Number: _____

Entire Boat ___ 1st and 2nd Deck ___ 1st Deck ___ Pilot House & 3rd Deck ___ Pilot House ___

All Event Space (Max Capacity 176)

1st & 2nd Deck (Max Capacity 114)

1st Deck (Max Capacity 60)

Pilot House & 3rd Deck (Max Capacity 12 inside and 40 outside)

What Type of Event: _____

Start Lease Time: _____ End Lease Time: _____ # of Guests (176 max): _____

How did you hear about Showboat VI? _____

Rental Rates:

Space Leased	Day of Week	Min Rental Block (5 hours)	Additional hours
All event space	Sun-Thurs	\$1430	\$286/hr.
	Fri-Sat	\$1860	\$372/hr.
1 st & 2 nd Deck	Sun-Thurs	\$1100	\$220/hr.
	Fri-Sat	\$1400	\$280/hr.
1 st Deck	Sun-Thurs	\$600	\$120/hr.
	Fri-Sat	\$780	\$156/hr.
Pilot House	Mon-Sun		\$100/hr.
Pilot House & 3 rd Deck	Mon-Sun		\$300/hr.

Notes:

- * All event space includes Entire Showboat VI — 176 max capacity.
- * Rentals can be made between 7am & 10pm
- * Deposit required at the time of reservation with a valid credit card
- * Your start/end time of your event includes set-up and tear-down, plan accordingly

General Guidelines

1. The Showboat is available for use between the hours of 6am and 11pm.
2. The Showboat is a climate-controlled facility, so therefore windows and sliders must remain closed.
3. Smoking/Vaping is not allowed within 25' of the building. Please inform guests prior to the event.
4. Deliveries & pick-ups by the Lessee should be made through the service lot on the northeast side of the building and should not interfere with the other uses of Lowell commons area. The City of Lowell will not provide any services in connection with deliveries or pick-ups. No vehicles to remain on the Riverwalk.

5. Lowell Showboat V1 must be vacated by vendors, guests, and decorations by the end of the Lease Agreement.
6. Must be 21 years of age to lease the Lowell VI event space. If additional security is deemed necessary by the Lowell Showboat VI to uphold this policy, the Lessee will pay the added expense. The Lowell Showboat VI, the City of Lowell, and the Chamber Foundation shall not be held responsible for unsupervised minors.
7. The Lowell Showboat VI, the City of Lowell, and the Chamber Foundation shall have no liability of any kind whatsoever with respect to the personal property brought onto the premises by or at the direction of the Lessee or Lessee's guests. All risk of loss will remain with the Lessee. The Lowell Showboat VI is not responsible for injury sustained on the premises.
8. The Lessee will be responsible for theft or and damage to Lowell Showboat VI premises and property. Damages to Lowell Showboat VI premises or property may result in charges to card on file.
9. The Lessee is responsible for communicating expectations with all vendors, including ensuring that any DJ or other individual will contain noise level to 65 decibels at property line.
10. The Lowell Showboat VI, the City of Lowell, and the Chamber Foundation will not be liable for any damages whatsoever including consequential damages for failure to perform under the Lease because of any Act of God or building failure (loss of heat, light, water/sewer service, etc.). A refund of all rental fees will be granted upon such Act of God.
11. The Lowell Showboat VI reserves the right to make policy changes within 90 days' notice of scheduled events.
12. The Lowell Showboat VI I reserves the right to exclude any group or individuals deemed to be a risk to Lowell Showboat VI or surrounding property. Lowell Showboat VI may not be used for discriminatory practices.
13. Guests may also park at the following locations (subject to change at any time). A map of parking locations can be provided.
 - Public Parking Lot to the North of the Lowell Police Department
 - Public Parking Lot behind the Lowell Police Department
 - Public Parking Lot by Library, when leased during closed Library hours
 - On street parking where permitted

14. No animals, other than registered therapy and service dogs, are permitted at private events.
15. Lowell Showboat VI is a climate-controlled environment, all windows and doors must remain closed unless authorized by Hospitality Coordinator.

Set up & Decorations

1. The Lessee shall have access to the premises only during the days and hours stated in the Lease.
2. It is the Lessee's responsibility to provide the food caterer and beverage caterer with the detailed set-up of food and beverage placement.
3. The Lowell Showboat VI will provide access to tables, bistro tables, and 176 chairs (176 max capacity). The space will be set up with tables and chairs to your specifications. Lessees may move the furniture around the day of if they so choose to. Lessees MUST use care when handling furniture or must carry furniture. Furniture shall not be rolled or dragged. Third deck rental does not include large round tables or chairs. Only Bistro tables will be provided for this deck.
4. The Lessee is responsible for all their own decorations. Nothing in the Showboat IV or on the grounds may be removed. NO Decorations of any type may be used except for table decorations. Decorations and all vendor equipment must be picked up and removed in their entirety by the end of the Lease term.
5. Rice, confetti, glitter, and birdseed, etc. may NOT be thrown on the property. A cleaning fee will be charged if more than standard cleanup is required. The use of sparklers, lanterns, and fireworks are prohibited.
6. Open flame candles are prohibited. Use of LED candles are recommended.
7. All entertainment must end one half-hour prior to the scheduled completion time of the event.

Food & Beverages

1. The Lowell Showboat VI, City of Lowell and Chamber Foundation shall have no liability of any sort with respect to food or beverage brought onto the premises by or at the direction of the Lessee or Lessee's guests.
2. Beverage service may only be provided by businesses on the Approved Beverage Service Vendor list. No other beverage caterers are allowed to cater at Lowell Showboat VI. Lessees are not allowed to bring their own alcoholic beverages. The City of Lowell has a Social District that you may take advantage of for your event.
3. Beverages are not allowed outside Lowell Showboat VI.

4. The following rules must be adhered to:

- Drinking contests are prohibited.
- You and your guests are not allowed to bring your own alcoholic beverages to Lowell Showboat VI (unless it is from the Social District).

Fee, Payment, and Cancellation Policies

- A non-refundable down payment equal to half of the rental fee is required to confirm a reservation, with the remaining balance due 30 days prior to the event. If payment is not received on time, the Lowell Showboat VI reserves the right to cancel the event and reserve the facility for another event. Late payments will be subject to a late fee equaling 10% of the total charges due. Checks can be made out and mailed to Lowell Showboat VI, PO Box 86, Lowell, MI 49331.
- When making a reservation a valid credit card is required deposit to hold the Showboat IV and keep on record in the unlikely event of damages to the Lowell Showboat VI
- The Lowell Showboat VI will not refund money for cancellations by the Lessee because of bad weather. If the Lowell Showboat VI is required to close the facility under the Severe Weather policy guidelines and/or state law, COVID orders, rules, and regulations, 100% of the total charge paid will be applied to a new rental.

I understand the guidelines and agree to the terms and conditions outlined in this form which will be attached to and become a part of any Lease Agreement entered into.

Signature

Date

Printed Name

Office Use Only:

Date of Event: _____ Time of Rental: _____

Total Rental Amount: \$ _____ Non-refundable down payment: \$ _____

Balance Due: \$ _____ Date Paid _____ Initial: _____

Credit Card Form on File.

Date Submitted: _____ Initial: _____

Approved Beverage Service Vendors

Please note, since Lowell Showboat VI does not hold a liquor license, Beverage Service may only be provided by businesses that have a Class C Catering License and fully insured (proof required).

Name as it appears on the card

Credit card number

Credit card billing address

Credit card security # (3 or 4 digit number on back)

Expiration Date

Visa

MasterCard

Discover