



**TO DO LIST:**

1. Visit our "email" page to request a showing, and include your 1<sup>st</sup> and 2<sup>nd</sup> choices for your event date. We will respond within 24 hours.
2. At the showing, you will receive a packet which includes info sheets and a rental agreement for your review.
3. To reserve a date, mail the signed agreement and a \$500 check to:

**Venue 20 LLC  
9039 – 20<sup>th</sup> Ave.  
Remus, MI 49340**

4. We will email confirmation once your date has been reserved.
5. 6 months prior to your event, mail your remaining rental amount due. We do not invoice, but will email a receipt once full payment is received.
6. 30 days prior to your event, have your insurance provider email all 3 proofs of liability showing Venue 20 LLC as additional insured to:

**venue20@outlook.com**

7. 10 days prior to your event, mail the \$500 cleaning/damage fee to the Venue 20 LLC, 9039 – 20<sup>th</sup> Ave., Remus, MI 49340.
8. 30 minutes prior to the time your rental begins (approx.), we will email the code for the lockbox to you. We cannot release the code until all items listed above are received. We recommend mailing sooner than later.
9. Host your event, and leave the venue in "event ready" condition.
10. Any refundable cleaning/damage fees will be mailed to the name and address listed on the rental agreement, within 30 days after the event.