

## **HALL RENTALS**

**Lani Thomas...10500 North Tompkins Road, Rives Junction,  
Michigan 49277**

**517-569-3243**

**EFFECTIVE APRIL 1, 2004**

**A charge of \$50 per floor for residents.**

**A charge of \$100 per floor for non-residents.**

**A deposit of \$100 per floor for residents at the time of rental.**

**A deposit of \$500 for one or two floors for nonresidents at the time of rental.**

The deposit must be in the form of a money order or cashiers check. No personal checks or cash.

The deposit may be kept by the Township if the rules are broken or if there is any damage.

A fee of \$25.00 shall be charged for any returned check.

### **RULES FOR RENTING THE TOWN HALL**

The person renting must pay an advance of \$10 for the rent of the hall. It must be paid 10 days prior to the rental date. If rental date is canceled a \$10 cancellation fee will be charged. The remaining amount of rental fee plus deposit must be paid before rental. Deposit will be refunded within 10 days if no damage has been determined. Hall is not available before 9:30 a.m. unless previous arrangements are made.

The person renting will clean the hall immediately after activity. This includes sweeping, picking up all paper products, and cleaning up all decorations. When stacking chairs, do not stack them above the windows. They must not touch the drapes. All the garbage must be removed when you leave.

**DO NOT CLEAN, DUST, SWEEP ETC. THE UPSTAIRS FLOOR.** This will be done by janitor personnel from the township.

The person renting the hall will be responsible for any and all damages to the hall during activities held. If the seal is broken on the fire extinguisher, there will be a \$5.00 charge. If the extinguisher is discharged there will be a \$35.00 fee. Excess spillage or damage will be deducted from the deposit. If there is any damage to the doors during your activity, all or part of your deposit will be kept.

No smoking inside the building, no lighted candles or incense or open flame to be used by the renters.

The person renting agrees to conduct activities so as not to endanger any person attending the activity.

If liquor is served during your activity, you must sign an alcohol lease and show proof of insurance to cover this activity along with the name and phone number of your agent. If kegs are brought in, a mat must be placed on the floor on which to place the tubs.

If liquor is not served you must sign a non-alcohol lease and no alcohol will be allowed on the premises inside or outside.

The premises must be vacated by 2:00 a.m. All cleaning must be done. The thermostat must be set at 60 degrees, the hot water switch turned off, all windows shut and locked, and all doors locked. Please return keys promptly. Do not keep overnight.