

LAKE CHARTER TOWNSHIP **HALL RENTAL AGREEMENT**

Read, sign and return filled out with your rental fee to Gloria Payne, Clerk, Lake Charter Township, P.O. Box 818, Bridgman, MI 49106.

Today's Date _____

Name of Person/Organization Applying For Rental _____

Address _____ City _____ State _____ Zip _____

Phone # _____ Alt. Phone # _____

Date of Event _____

To be used for (baby shower, birthday party, etc.) _____

Time: From _____ to _____ (available hours for rental: 8:00 a.m. to 10:00 p.m.)

Please note, keys are not issued to renters. A Township employee will meet you at the appointed time to open and close hall. Please be prompt.

Rental \$ _____ Deposit \$ _____ Total Received: \$ _____

Check # _____ Cash _____ Debit _____ Credit _____ (fee) \$ _____

Immediate payment ensures that you have rented the Hall for the date you requested. Should two individuals want the same date, the individual with payment in hand receives the Hall for their designated date. Make checks payable to: ***Lake Charter Township***. Return a signed copy of this form with payment to the Township office, at the address above and keep a copy for your files. Forms must be signed by the applicant only and any payment deemed refundable will be mailed to the applicant.

Fee Schedule for Hall Rental:

Township Residents	\$100.00 + \$50.00 deposit
Non-Residents	\$150.00 + \$50.00 deposit
Corporations	\$150.00 + \$50.00 deposit
Unions	\$150.00 + \$50.00 deposit

There will be no charge for:

Municipal & Governmental Entities
Funeral Luncheons

The renter agrees:

1. Not to bring or consume alcoholic beverages or allow smoking on the Township premises.
2. Not to permit dancing or gambling on the premises.
3. To clean the premises and place all refuse in dumpster located in the west parking lot provided by the Township.
4. To accept the premises in its present condition and return it in a like condition.
5. To return all Township property to designated storage spaces.
6. To reimburse Lake Charter Township for any damages to the premises, building and equipment.
7. To vacate the premises at the scheduled times.
8. No personal property shall be on the premises other than during the rental period.
9. Not to attach any signs or posters to the premises.
10. Hours available for rental of the hall are 8:00 a.m. to 10:00 p.m.
11. No Helium balloons are allowed in the Township Hall (they end up in the ceiling fans causing damage and are impossible to retrieve).
12. The Township is not responsible for lost or stolen article.
13. Failure to comply with the above conditions will result in **forfeiture** of your deposit.

The undersigned applicant agrees not to hold Lake Charter Township and its members or agents liable for injury or damage to persons or property on the premises.

Applicant Signature

Date