

GERRISH TOWNSHIP MUNICIPAL BUILDING

HALL RENTAL APPLICATION

Renter Name: _____ Today's Date: _____

Telephone: _____ Email Address: _____

Address: _____

Date of Event: _____ Type of Event: _____

Time of Event: _____ am/pm until _____ am/pm Number of People: _____

Please Check One: _____ Township Resident _____ Non Resident
 _____ Business _____ Organization/Agency

Name of Organization/Business/Agency: _____

Tax ID Number: _____ Business Address: _____

HALL RENTAL RATES

RENTAL FEE **SECURITY DEPOSIT**

Residents afternoon (10:00am-5:00pm)	\$75.00	\$75.00
Non-residents afternoon (10:00am-5:00pm)	\$125.00	\$125.00
Residents evening (6:00pm-1:00am)	\$125.00	\$125.00
Non-residents evening (6:00pm-1:00am)	\$200.00	\$200.00
Non-profit organizations	\$25 cleaning fee	\$0.00
Governmental agencies	\$25 cleaning fee	\$0.00
Funeral use (for Gerrish Township plot owner)	\$25 cleaning fee	

Clubs/Organizations/Groups \$15.00 a week for one (1) evening or \$25.00 a week for two (2) evenings with a six (6) week minimum rental commitment and payment in advance.

Township employees' One (1) rental each calendar year permitted if the assistance of a township associate is not required for entry/exit and cleanup. This benefit is for employee or immediate family member use only and is not transferable.

Holiday Rentals: Hall rentals that occur on Township recognized holidays may require additional fees if an employee is needed to assist with set up, clean up or maintenance. Fees would cover the total payment to the employee for the specified workload.

RULES OF RENTAL:

1. **Alcoholic beverages are NOT permitted in the Township Hall, Building and/or surrounding property. Smoking is not permitted inside the buildings.**
2. 'Resident' is defined as an individual living in Gerrish Township or owning property within Gerrish Township. Residents may only rent the hall for his/her own use or for his/her child, parent or grandparent.
3. You must be 18 years of age or older to rent the Township hall. Minors are not permitted to rent the hall.
4. Hall capacity is 115 persons. The Fire and/or Police Departments may make inspections during rentals. If violations of applicable ordinances or laws occur and the building must be vacated, all rental fees and security deposits shall be forfeited.
5. Parking is to be limited to the main Township hall parking area located adjacent to the tennis courts. Please do not park in the Fire Hall portion of the building.
6. NO food or beverage is allowed in carpeted areas of the building. Spills and/or stains on carpeting may result in forfeiture of all or part of your security deposit.
7. Decorating and set up may NOT be done during normal office hours (Monday through Friday, 8:00am – 4:00pm) unless prior approval is provided. **PLEASE DO NOT USE TAPE, STAPLES OR TACKS when adhering decorations to the walls.** Only 'sticky' tack may be utilized. Tape may be used to fasten decorations to the TABLES ONLY.
8. Building and grounds must be cleaned according to attached "Hall Rental Cleaning Requirements". The deposit may be retained in whole or in part if facility is not left as it was when rented. Renter is responsible for furnishing any utensils, dish soap and cleaning rags needed. Renter is liable for all damages which occur while the hall is rented in his/her name. The renter understands that if damages exceed the amount of the deposit, he/she is liable for the additional expenses required to return the hall to original condition.
9. Renter agrees to conduct his/her activities on Township property so as not to endanger any person or property. Renter further agrees to indemnify and save harmless the Township against any/all claims for injury to person or property arising out the activities conducted by renter on Township property.
10. Proof that the renter's homeowner's insurance coverage extends off their premises for the rental period **MUST BE PROVIDED** before keys to the hall are provided. Proof of insurance not required for governmental and/or self-insured agencies. Insurance coverage shall be at a minimum of \$300,000.00 Personal Liability and the certificate issued by the insurance company shall include the following wording: "Gerrish Township is included as an additional insured as respects to the event being held at the Township Hall on (specific date)." The Township shall be immediately notified in the event of cancellation or any material change to your homeowner's policy.
11. Facility must be left as it was when rented. Evening rentals must have the facility cleaned and presentable no later than 9:00 a.m. the following day. Afternoon rentals must have the facility cleaned and presentable no later than 6:00pm the same day. Deposit will be refunded if, after inspection of premises by a township appointee, the Township hall is found to be clean, orderly and without loss or damages.
12. Rental date cannot be held without a security deposit. Cancellation of the rental agreement is subject to loss of deposit.
13. Keys will be provided to the renter no earlier than twenty-four (24) hours prior to the rental date. **Renter must pick up the keys from the Township office between the hours of 8am-4pm, Monday through Friday. Weekend renters must pick up the key before 4:00pm on Friday.** Keys are to be returned to the Township no

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later than twenty-four (24) hours following the close of event or, for weekend renters, by 4:00pm on Monday following rental.

14. Gerrish Township reserves the right to accept or reject any or all applications.

I HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE ABOVE TERMS OF THIS AGREEMENT.

Signature of Renter

Date

Signature of Gerrish Township Representative

Date

Security Deposit \$ _____ Hall Rental \$ _____ Twp initial: _____