

GERRISH TOWNSHIP MUNICIPAL BUILDING
HALL RENTAL APPLICATION

Today's Date: _____

Renter Name: _____ Telephone: _____

Address: _____

Date of Event: _____ Type of Event: _____

Doors to be unlocked at: _____ am/pm Doors to be locked at _____ am/pm

Please Check One: ___ Township Resident ___ Non-Resident
 ___ Other: _____

Name of Organization/Business/Agency: _____

Tax ID Number: _____ Business Address: _____

HALL RENTAL RATES

	<u>RENTAL FEE</u>	<u>SECURITY DEPOSIT</u>
Residents (8:00am – 10:00pm)	\$150.00	\$150.00
Non-residents (8:00am – 10:00pm)	\$250.00	\$250.00
Non-profit organizations (8:00am – 4:00pm)	\$50.00	\$0.00
Governmental agencies (8:00am – 4:00pm)	\$50.00	\$0.00
Clubs/Organizations/Groups (8:00am – 4:00pm)	\$50.00	\$0.00

Township Employees: One (1) rental each per calendar year. This benefit is for the employee or immediate family member use only and is not transferable.

RULES OF RENTAL:

- 1. Alcoholic beverages are NOT permitted in the township hall, building and/or surrounding property. Smoking or vaping are not permitted inside the building.**
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.
4. Hall capacity is 115 people. (8-foot tables (12) /115 chairs) The Fire/EMS 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/EMS portion of the building.

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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 occur during normal office hours with prior approval. **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. **Please do not slide the tables and chairs across the floor, lift them.**

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 the facility is not left as found. **Renter is responsible for any supplies they need during their hall rental.** 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 its 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. The facility must be clean and in good order prior to leaving the building after your event. (see attached hall rental cleaning requirements). Deposit will be refunded if, after inspection of premises by a township appointee, it is found to be clean, orderly and without loss or damages.

11. Rental date cannot be held without the security deposit and hall rental fee paid in full. Cancellation of the rental agreement is subject to loss of deposit.

12. 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 Fee: \$_____

Check / Cash: _____

CONTACT NUMBERS:

Brian Hill 989-302-6369
Kristi Gilliam 989-745-8008