

**2012 Application to Rent Town Hall**

Requested Rental Day & Date \_\_\_\_\_  
Name of Township Resident \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Home \_\_\_\_\_ Work \_\_\_\_\_  
Email Address \_\_\_\_\_  
Today's Date \_\_\_\_\_  
Reason for use of hall \_\_\_\_\_  
Time of Rental \_\_\_\_\_ # of people \_\_\_\_\_

**Rental Information**

- 1. Rental fees: \$100.00 for weekdays; \$150.00 for weekday evenings; \$250.00 for weekend days/holidays  
*Weekdays: 8:00 a.m. – 5:00 p.m. / Weekday Evenings: 5:00 p.m. – 11:00 p.m. / Weekends: 8:00 a.m. – 11:00 p.m.*
- 2. No charge for Township Neighborhood Associations, scouts and governmental agencies associated with GRT.
- 3. There is a required \$250.00 security deposit, payable when the key is picked up. The security deposit must be a separate check issued from the resident who is renting the hall. The security deposit will be returned after the event, provided that conditions listed on the blue checklist are met and both the blue check list and key are turned in after the event.
- 4. No rental refunds will be issued for December reservations. No rental refunds will be issued within 3 weeks prior to a rental date. A 50% rental refund will be issued if a cancellation occurs before 3 weeks of a rental date.
- 5. No alcohol, smoking, commercial uses, concessions or fund raising activities permitted.
- 6. For weekday evening reservations, the key must be picked up by 3:00 p.m. the day of the event. For weekend reservations, the key must be picked up by 3:00 p.m. the Friday before the event.
- 7. Reservations are confirmed when payment is made.
- 8. *Renters must not enter the building before 8:00 a.m. and must have the hall cleaned up and be out of the building by 11:00 p.m. on day of rental – No exceptions!*

I, the sponsoring adult, agree to be responsible for the above use of the Township Hall, and **agree to be in attendance at all times.** I further accept all liability for damages to the building and/or equipment it contains, and agree to adhere to all building usage rules and regulations that apply to this facility.  
**By signing this form, I agree to all terms and rules.**

Signature of Township Resident \_\_\_\_\_ Date \_\_\_\_\_

Official Use Only

Google  Outlook   
Collect \$250 Security Deposit   
Give resident Blue Check List & Key #1  #2  #3  #4