

Contract To Rent Town Hall

Today's Date _____

Requested Rental Day & Date _____

Name of Township Resident _____

Address _____

Phone Home _____ Work _____

Reason for Use of Hall _____

Time of Rental _____ # of People _____

NOTE: YOU MUST HAVE THE HALL CLEANED UP AND BE OUT OF THE HALL BY 11:00 P.M.

Rental Information

1. Rental fees: \$60.00 for weekdays; \$75.00 for weekday evenings; \$120.00 for weekend days/holidays.**
2. No Charge for Township neighborhood associations, scouts and governmental agencies associated with GR Twp.
3. There is also a \$150 security deposit required, which is refundable within 30 days of the rental date, provided conditions of the attached blue check list are met and blue check sheet is turned in..
4. 50% Cancellation fee will be charged up to 3 weeks prior to the event, after which no refunds will be issued. No refunds for December reservations.
5. No alcohol, smoking, commercial uses, concessions or fund raising activities permitted.
6. For weekend reservations, the key must be picked up on the Friday before, by 4:00 p.m.
7. Reservations are confirmed when payment is made.

*** WE WILL REQUIRE THIS \$150 SECURITY DEPOSIT WHEN YOU PICK UP THE KEY.***
**** The security deposit must be a separate checks****

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, as attached.

Signature of Township Resident _____ Date _____

****Rates are subject to change with 60 days notice.****

Office Use Only

Collect Security Deposit \$150 Reminder ** This needs to be two separate checks**

Give Blue Check Sheet & Key # 1 #2 #3 #4