

Cheshire Township Hall Rental Agreement and Rules

Date of use _____

1. You must be a resident of Cheshire Township to rent the hall. And present during time of use.
2. The halls maximum capacity is 65 persons with use of chairs, or 45 persons using tables & chairs.
(Per the State Fire Marshal)
3. The Township Hall rental fee is \$100.00 plus a \$100.00 cleaning/damage deposit. Refundable upon return of the hall key and the premises is in orderly condition. The key may be picked up after 6:00pm the day prior to use and returned no later than 12:00 pm the next day. (walk thru with renter required)
4. The cleaning /damage deposit will be totally forfeited to cover any damage or cleaning necessary. The person signing this agreement will be responsible for any damage done to the hall while the key is in his/her possession. Any repairs not covered by the deposit amount will be directly billed to the person renting the hall.
5. Two (2) trash bags will be provided. You must bag and take all trash with you when you leave.
6. The Township Hall and grounds must be clean when you are finished. Cigarette butts must also be picked up outside on the grounds. All decorations must be non-flammable or fire retardant and must be removed completely. Do not use nails or thumbtacks to install decorations. Do not remove the no smoking signs or any pictures.
7. No climbing or sitting on the handicap ramp railing.
8. No smoking in the Hall and no alcoholic beverages or illegal substances allowed on the premises.
9. No fireworks allowed on the premises.
10. Per the Health Department regulation, no food shall be prepared at the hall.
11. Township Officials and/or Employees may enter and exit the hall at any time during the rental period to do township business in their office.
12. The Hall must be vacated by 12:00 midnight. Please begin your cleanup prior to this time. If you violate this policy, you will forfeit your \$100.00 cleaning/damage deposit.
13. Before you leave:
 - A. Turn off the hot water heater (switch located above water heater on wall in kitchen)
 - B. Close all windows
 - C. Sweep and Vacuum all floors. Mop if needed
 - D. Turn Thermostat to 62* degrees if in heat position or turn off Air conditioner.
 - E. Make sure refrigerator is clean and leave door's open and turned off (switch on wall)
 - F. Remove all decorations and garbage from hall & yard. Take all garbage with you.
 - G. Turn off ceiling fans.
 - H. Turn off all lights.
 - I. Lock all doors - including handicap door.

Rental fee \$ _____ cash/check # _____ Deposit fee \$ _____ cash/check # _____

Name _____ Phone # _____

Address _____ Drivers Lic. # _____

Signature _____ Date _____

Township Official _____ Date _____

Pickup and return key to: Jim Garlock 401 42nd St. Allegan, MI 49010 H) 269-521-6220