

## PRESQUE ISLE TOWNSHIP HALL RENTAL REQUEST

Name of Group/Organization \_\_\_\_\_

Are you a non-profit organization? (Circle one)                      Yes                      No

Contact Name \_\_\_\_\_

Phone # \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Time(s) \_\_\_\_\_

# of people expected to attend \_\_\_\_\_

Accommodations needed \_\_\_\_\_  
(additional seating, kitchen etc....)

Purpose of use \_\_\_\_\_  
(meeting, workshop, reception, reunion, shower etc.)

---

**(FOR TOWNSHIP USE ONLY)**

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_

FEE WAIVED?    yes                      no                      REASON \_\_\_\_\_

DEPOSIT PAYMENT RECEIVED \_\_\_\_\_ DATE \_\_\_\_\_

RENTAL PAYMENT RECEIVED \_\_\_\_\_ DATE \_\_\_\_\_

DEPOSIT RETURNED \_\_\_\_\_ CHECK # \_\_\_\_\_ DATE \_\_\_\_\_

**\*\*\*\*\* Please return one signed copy along with a minimum \$25.00 guarantee deposit to:  
Presque Isle Township- 12653 E. Grand Lake Rd. Presque Isle, MI. 49777**

## **PRESQUE ISLE TOWNSHIP HALL USAGE RENTAL AGREEMENT**

Renter assumes all responsibility for any damages, breakage, etc. to the building and fixtures occurring during the time he/she occupies the hall. Renter will be charged for any damages done above the security deposit. No equipment is to be removed from the building or grounds.

When alcoholic beverages are being served, a security guard must be present. This person will be hired by a township representative and the cost of such a security person will be deducted from the security deposit. **NO PERSON UNDER THE AGE OF 21 SHALL BE SERVED ALCOHOLIC BEVERAGES AND NO ALCOHOLIC BEVERAGES ARE TO BE TAKEN OUTSIDE OF THE TWP HALL FOR CONSUMPTION.** All alcoholic beverages are to be removed from the township hall premises immediately after your function is finished, even if you will be returning the next morning for clean-up.

The township hall should be cleaned immediately after your function is complete, unless special arrangements have been made with the township representative, then cleanup may be done the next day, and **must be completed no later than 12:00 noon.**

Clean-up means (but is not limited to):

**\*\*All floors swept and damp mopped. (Please use only the damp mop liquid that is in the custodian's cabinet – other cleaner may strip the wax.)**

**\*\*All trash baskets (including those in the restrooms and kitchen area) are to be emptied. All garbage is to be bagged and placed in the dumpster located at the back of the building. (Garbage bags are also located in the custodian's closet.)**

**\*\*The kitchen area will have all items that were used cleaned and properly returned where you found them. The stove and refrigerator are to be wiped off. All food items are to be removed.**

**\*\*All decorations are to be removed.**

**CLOSING TIME IS 1:30 AM. EVERYONE WILL BE OUT OF THE BUILDING NO LATER THAN 2:00 AM. NO EXCEPTIONS!!!!** It is the responsibility of the renter to see that all doors are locked and alarm is set.

The Township Board reserves the right to reject any request for the use of the building.

The undersigned understands the foregoing rules and will abide by them.

Renter's signature \_\_\_\_\_

Renter's phone # \_\_\_\_\_

Renter's address \_\_\_\_\_

\_\_\_\_\_

Date of Activity \_\_\_\_\_

Time Activity Begins \_\_\_\_\_

Time Activity Ends \_\_\_\_\_

*To be filled out by Township Representative*

Guarantee Deposit (Amt) \_\_\_\_\_

Received On \_\_\_\_\_

## Rental Rates for Presque Isle Township Hall

\*\*\*\*Rent and Security Deposit Check are to be made in separate checks\*\*\*\*.

Rent checks are payable to: Presque Isle Township General Fund

Security Deposit checks are payable to: Presque Isle Township Enterprise Fund

(The township hall is a non-smoking facility.)

| <u>Function</u>  | <u>Rent</u>       | <u>Security Deposit</u> |
|--|-------------------|-------------------------|
| Wedding Reception/Private Party  | \$200.00          | \$300.00                |
| (non-resident/non-taxpayer)  | \$225.00          | \$300.00                |
| Dinner/Dance   | \$200.00          | \$300.00                |
| (non-resident/non-taxpayer)  | \$225.00          | \$300.00                |
| Breakfast/Lunches/Showers  | \$50.00           | \$300.00                |
| (security guard is necessary if alcohol is served)                     |                   |                         |
| Formally organized youth activities<br>(Boy/Girl Scouts/4-H, etc.)     | No Charge         |                         |
| Formally organized groups using hall for<br>meetings (non-profit, etc) | \$1.00 per person |                         |
| Business meetings/training sessions                                    | \$50.00           |                         |
| Recreational activities  | .50 per person    |                         |

\*\* A security guard must be present anytime alcohol is served. The cost of such guard will be deducted from the security deposit before any refund is made.

If food is served, the preparer must be certified in safe food handling by the Health Department.