



ARCADIA TOWNSHIP
 4900 SPENCER STREET
 LUM MI 48412
 810-724-6565 FAX 810-724-6935

HALL RENTAL AGREEMENT

Today's Date: _____

Received By: _____

HALL RENTAL DATE: _____ **PURPOSE:** _____

RENTAL FEES/COSTS AMOUNT RECEIVED \$ _____ CHECK# _____ CASH _____ ONLINE _____

- TOWNSHIP RESIDENT \$150.00 + SECURITY DEPOSIT: \$300.00 = \$450.00
- NON-RESIDENT \$300.00 + SECURITY DEPOSIT: \$300.00 = \$600.00
- Resident FUNERAL/MEMORIAL \$50.00 + SECURITY DEPOSIT: \$300.00 = \$350.00
- NON-RESIDENT FUNERAL \$100.00 + SECURITY DEPOSIT: \$300.00 = \$400.00
- NON-PROFITS (with Board Approval) \$50.00 + SECURITY DEPOSIT: \$300.00 = \$350.00

To secure the rental, full payment must be received. Payments may be made in person, by mail, or online (additional fees apply).
 Checks are to be made payable to ARCADIA TOWNSHIP.
 Security deposit deemed refundable will be mailed to the Applicant after approval from the Township board.

Cancellation Policy: In the event renter needs to cancel, the following applies:
 30 days or more prior to the event- full refund (rent and security deposit)
 29 days or less to the event- Forfeiture of rental fee. Security Deposit will be refunded.

 Person/Organization Applying to rent the Hall.

 Street Address City Zip Code Phone# Alternate Phone #

THE RENTER AGREES TO THE FOLLOWING HALL RENTAL RULES AND CHECKLIST:

Rentals are from 8:00am-8:00pm

1. No Alcoholic beverages are allowed on the premises.
2. No smoking or vaping in any part of the building – there is an ashtray receptacle outside the door.
3. No use of marijuana products in or on Township property.
4. No glitter, confetti, or fog machines inside or outside on Township grounds or Renter's deposit will be forfeited.
5. Vacate the premises at the designated time and leave the key behind as instructed with the Checklist.
6. No furniture, tables, chairs, etc. shall be removed from the building.
7. Complete return of tables and chairs back to standard set-up when finished.
8. **Nothing can be attached to walls or ceilings.**
9. **NO PETS ALLOWED** within the Township building. Pets kept outside must be properly cleaned up after.
10. Children must be supervised at all times.
11. Clean the premises as instructed and place all trash in garbage bags in their respective containers. Please refer to the Checklist provided. Five (5) garbage bags will be provided.
12. Table cover is recommended. If table cover is not used, all tables must be cleaned with disinfectant.
13. Bring your own dishcloths, dish towels and extra garbage bags.
14. Sweep floors and mop up spills under and around tables and chairs.
15. Kitchen must be cleaned. Remove all food from refrigerator and freezer.
16. All kitchen items must be washed and properly put away.
17. To reimburse Arcadia Township for any damage to said premises, building and /or equipment for any reason.
18. To return the Hall and facilities to the condition in which you found it.
19. **Absolutely no parking in front of the fire hall or in parking lot to the east of the fire hall.**
20. The Renter agrees to indemnify Arcadia Township, it's members and/or agents, against all liability to persons and property on the premises.
21. The building must be vacated by 8:00pm.
22. Please note the condition of the hall before your rental, if there are any issues, messes, or damages please contact the persons listed on the checklist. Anything after your rental begins is your responsibility. You will be held responsible, and your security deposit could be forfeited.

FAILURE TO COMPLY WITH THIS AGREEMENT WILL RESULT IN FORFEITURE OF DEPOSIT.

 Applicants Signature

 Date



TOWNSHIP OF ARCADIA

Renters Name: _____

HALL RENTAL CHECKLIST

Date of Event: _____

COMPLETION OF THIS CHECKLIST IS REQUIRED FOR RETURN OF DEPOSIT!

Please use this checklist to place a check mark before each task as it is completed before leaving the hall. Leave this completed form with your key on the kitchen counter before you leave. Failure to fulfill the obligations outlined in the contract and Rules sheet given to you at the time of reserving the hall may result in the loss of your security deposit. Thank you for your cooperation!

Floors have been swept and spills wiped up.

Tables are wiped down with disinfectant wipes unless covered.

All utensils, coffee pots, etc., belonging to the Township have been washed and put back where they were found.

Renter's belongings have been removed from the refrigerator and freezer, and the oven and hood fan have been turned off.

Tables and chairs returned to standard set-up.

All decorations have been removed.

Thermostat has been turned to: Winter months to 65 deg; Summer months to 75 deg.

All toilets have been flushed, counters wiped down and waste baskets emptied.

Place all trash in garbage bags have been placed in the dumpster behind the fire hall.

The west side glass doors have been locked and secured.

The rental key and this completed checklist have been left on the kitchen counter and the kitchen door have been locked behind you.

**NOTE: SOME LIGHTING REMAINS ON AS A SAFETY PRECAUTION.
SHUT LIGHTS OFF THAT YOU CAN**

**YOU ARE EXPECTED TO LEAVE THE HALL IN THE
CONDITION YOU FOUND IT.**

If you have questions or encounter any problems during your rental, you may call either person below for assistance:

Township Secretary Katie Poniatowski 810-614-6413
Township Supervisor Patti Lashbrook 810 614-4420