

GRATTAN TOWNSHIP
COMMUNITY CENTER/HALL RENTAL APPLICATION

Grattan Township Office
12050 Old Belding Rd NE
Belding, MI 48809
(616) 691-8450

Application Date: _____

Print Name of Applicant _____

Address _____

City, State, Zip _____

Phone () _____

Email _____

Date Requested _____ Type of Event _____

Signature of Township Resident

Rental Fee: \$100.00 Check # _____

Security Deposit: \$100.00 Check # _____

For General Information: (616) 691-8450 Monday – Thursday 9:00 am to 4:00 pm

Emergency Contacts: Frank Force (616) 826-1873 Michelle Alberts (616) 540-7221

NOTE: When using electrical outlets for crock pots, warming trays, or other heating units, please use the marked outlets in the kitchen or any of the orange outlets on the outer walls as they are on their own circuit. Using all of the outlets on the wall near the kitchen could result in a power outage.

LEASE CONTRACT FOR GRATTAN TOWNSHIP COMMUNITY CENTER

The Township "Senior/Community Center" was built and furnished with public funds of its taxpayers' in conjunction with HUD Community Development Block Grants. Township Officials, being aware that they are the custodians of the taxpayers' property, have formulated the following condition for renters:

I AGREE TO ALL OF THE FOLLOWING CONDITIONS:

- Hall rental is only available Friday through Sunday (11:00 a.m. – 10:00 p.m.)
- Rental Fee is \$100.00/day payable when reservation is made, along with a \$100.00 Security Deposit. The key needs to be picked up on Thursday before the scheduled rental (Office hours 9:00 a.m. to 4:00 p.m.).
- I am a Grattan Township resident (21 years of age); this rental is for the personal use of my family or for a non-profit community group; **I WILL BE PRESENT DURING THE ENTIRE RENTAL PERIOD.**
- **NO ALCOHOLIC BEVERAGES SERVED OR CONSUMED ON TOWNSHIP PROPERTY.**
- **NO SMOKING IN THE BUILDING.**
- **CANDLES ARE NOT PERMITTED ON PREMISES.**
- **NO RED PUNCH, RED JUICE DRINKS, ETC. ALLOWED (Stains the carpet).**
- **DO NOT attach anything to the walls, baseboards, or doors, (use of tapes of any kind, tacks, nails, or any other product that could damage any area in the hall will result in a loss of deposit).**
- All trash must be placed in the receptacle on the east side of the building. (Please empty liquids into sink before placing in garbage).
- **THE RENTAL IS FOR ONE DAY ONLY. NO SETTING UP THE DAY BEFORE OR CLEANING UP THE FOLLOWING DAY.**
- **THE BUILDING MUST BE COMPLETELY CLEANED AND VACATED BY 10:00 P.M.**
- **PLEASE MAKE SURE ALL LIGHTS ARE OFF AND DOORS ARE LOCKED.**
- All chairs and tables must be returned to the appropriate location, carpet vacuumed, kitchen and bathrooms cleaned, stove, oven and microwave wiped clean, and trash removed.
- Keys must be returned in the night deposit box outside the main entrance.
- Adherence to the above rules must be followed in order to get your full deposit returned. The deposit will be returned to you by mail.
- The Township of Grattan, its Township Board, its Officials, and its Employees shall be held harmless and not liable in the event of accident or injury to the members of any group or their guests who use the facility.
- ***The Township hall may be used by private individuals for a licensed bingo game or other charitable gaming. All Charitable gaming is licensed by the Charitable Gaming Division of the Michigan Lottery. Contact the Michigan Lottery Division for the license. A copy of such shall be given to the Township along with this lease agreement.***
- Full rental and deposit will be refunded if canceled up to two weeks before the scheduled event. Due to high demand, no refunds will be given for any events scheduled in December.
- Commercial use must receive prior Township Board Approval. Request must be presented in writing a minimum of six weeks prior to the event date.

I HAVE READ AND UNDERSTAND THE ABOVE RULES:

Sign: _____ Date: _____