

**GRATTAN TOWNSHIP  
COMMUNITY CENTER/HALL RENTAL**

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

**APPLICATION**

APPLICATION DATE: \_\_\_\_\_

Print Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone # (616) \_\_\_\_\_

Date Requested \_\_\_\_\_ Type of Event \_\_\_\_\_

\_\_\_\_\_  
Signature of Township Resident

.....  
Rental Fee: \$100.00

Security Deposit: \$100.00

Date Paid: \_\_\_\_\_

Date of Refund: \_\_\_\_\_

For General Information: 616-691-8450 (Mon-Thur 9:00am to 4:00pm)

Emergency contacts: Frank Force 826-1873

**NOTE: When using electrical outlets for crockpots, 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. to 10:00 p.m.)
- **Rental Fee is \$100.00/day** payable when reservation is made, along with a **\$100 security** deposit. The key should be picked up on Thursday before the scheduled rental (Office hours 9 a.m. – 4 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.
- **No Red Punch** (it 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 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 bags.)
- The rental is for **one day only**, and cannot be used for setting up the day before or cleaning up the following day. **The building must be completely cleaned and vacated by 10 p.m.**
- **All lights must be turned off.**
- All chairs and tables must be returned to the appropriate locations, carpet vacuumed, kitchen and bathrooms cleaned, stove, oven and microwave wiped clean, if used; and trashed 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. Because of 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 six week prior to requested date

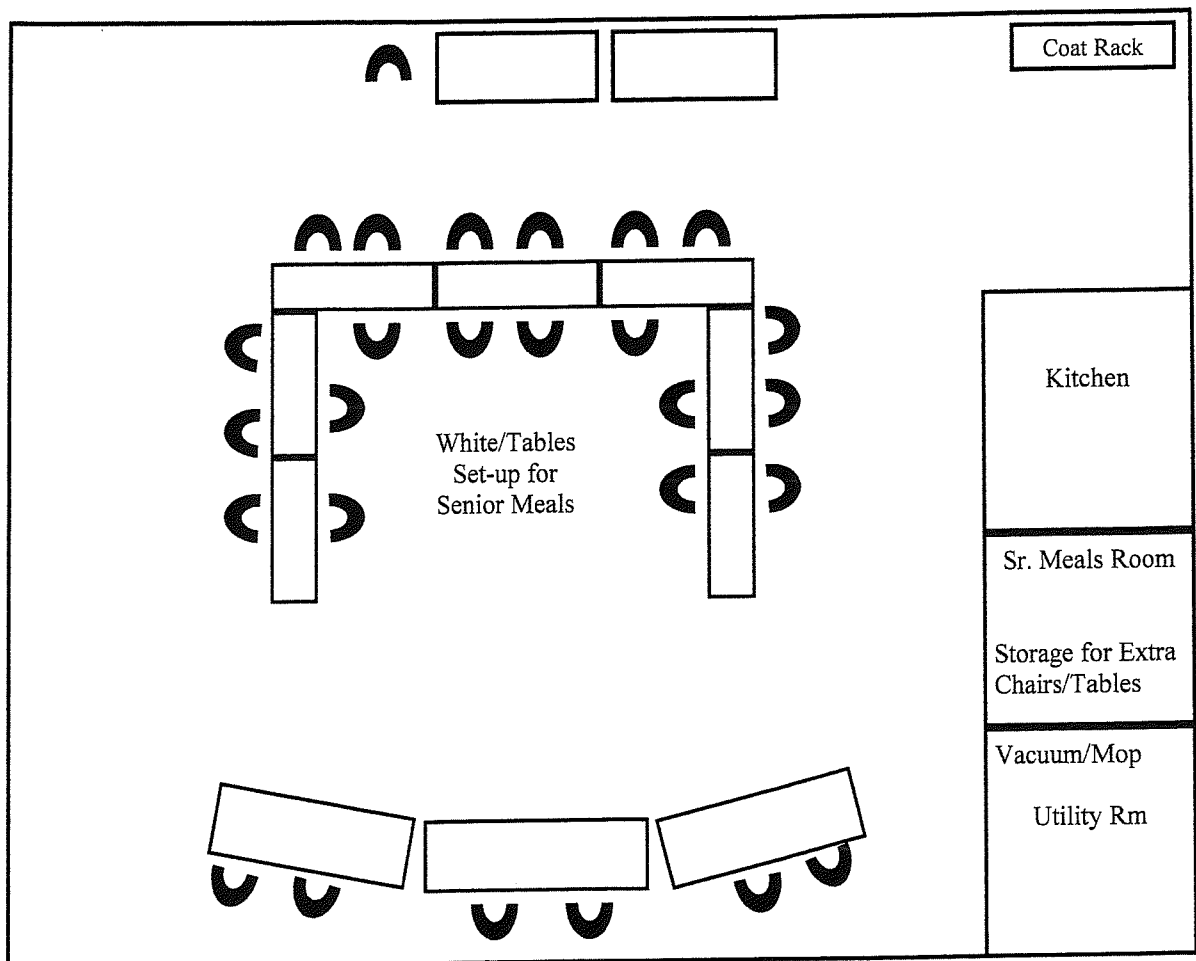
**I have read and understand the above rules**

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**NAME**

**DATE**

# Grattan Township Community Room Set-up



**The above drawing is the table set-up for daily use for Grattan Township Senior Meals Program. Extra tables & chairs are stored in the Senior Meals Room and must be returned to storage if used. Please make sure that you place tables and chairs back in the order as shown before you leave the premises.**

**Thank you.  
Grattan Township Management**