

EUREKA CHARTER TOWNSHIP
Rental Guidelines and Agreement for Township Hall Rental

1. The rental fees are **\$75 for Township residents** and **\$150 for non-residents**, with \$25.00 of fee to be NON REFUNDABLE. A **security deposit of \$250** is also required. There is no extra fee for using the kitchen.
2. Profit making activities and outside events require special arrangements.
3. NO weapons allowed on premises.
4. Building capacity is 118 persons.
5. Payment in full is due at least two (2) weeks prior to the event to hold your date.
6. Event check-in and check-out will be done by a designated Township representative.
7. All events shall end by 10 pm.
8. The Township Board reserves the right to cancel an event or prohibit further use by certain parties if the rules are not adhered to.
9. Please respect our rules:
 - There is no smoking permitted inside or outside the hall.
 - NO alcoholic beverages are allowed on premises. Also, no red colored beverages.
 - Table decorations only, please. Do not affix anything to the walls or ceiling.
 - Open flame candles are allowed ONLY IF FLAME IS BELOW top of container with the exception of cake candles.
 - No fireworks permitted.
 - Pets are not allowed.
 - Kitchen is for food warming only. NO cooking allowed.
 - Larger event parking is permitted down Jordan Road near Grattan Academy. DO NOT park along M91.

EVENT SET-UP

You may use any available table/chairs, but please return them to their original place.
Exposed electrical cords should be taped in place.

EVENT CLEAN-UP

Hall should be restored to the check-in condition.
Take trash to dumpster.
Vacuum carpets, including foyer and hallway.
All surfaces wiped (tables, chairs, counters, etc.)
Kitchen (if used) and restrooms cleaned and all tiles swept and mopped.

**I FULLY UNDERSTAND AND AGREE TO THE ABOVE TERMS IN THE RENTAL OF EUREKA
CHARTER TOWNSHIP HALL.**

Rental Party: Name _____ Phone _____
Address _____ Email _____

Date _____ Signature _____

Rental Fee _____ Security Deposit \$250.00 NO Kitchen Fee

The security deposit will be refunded if all guidelines have been followed.

Event _____ Date of Event _____

Time of Event _____ Time of arrival _____ Time of Departure _____

Payment of \$ _____ Received by _____ Date _____

EUREKA CHARTER TOWNSHIP

9322 S. Greenville Road

Greenville, MI 48838

(616) 754-5053

eurekatp@yahoo.com

LIABILITY WAIVER FOR HALL RENTAL

To the fullest extent permitted by law, I, sponsoring adult, agrees to defend, pay in behalf of, indemnify, and hold harmless, Eureka Charter Township in Montcalm County, its elected officials, employees and others working in behalf of Eureka Charter Township, Montcalm County, against any and all claims, demands or suits or loss, including all costs connected therewith, and for any damages which may be asserted. Claimed or recovered against, or from Eureka Charter Township, Montcalm County, by reason of personal injury and death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this Contract.

I further agree to be in attendance at all times, and also agree to adhere to all building usage rules and regulations that apply to this facility, as attached.

I understand Eureka Charter Township is not liable for any and all issues that may arise from the serving of food and beverages provided by the rental party and/or their vendors and caterers.

I understand smoking is prohibited and that alcoholic beverages are not allowed on Township property.

I HAVE READ AND UNDERSTAND WHAT I AM SIGNING.

Date _____

Signed _____

Rental Party

Printed _____

Individual/Organization

Witnessed by _____

Township Representative

