

Request to Use or Rent Townhall

Name: _____

Organization/Group or Individual

Event: _____

Specify meeting, event etc.

Date: _____ Time: _____

Name of person in charge: _____

Address _____

Where to mail refund, if a deposit is returned

Signature _____

Office Use

Scheduled by _____

Deposit amount paid: _____ Date paid: _____

Keys picked up: _____ Keys Returned: _____

Date

Date

Refund amt.: _____ Date paid: _____ CK # _____

Powell Township
Box 319
Big Bay, MI 49808
Use/Rental of Township Hall

The user _____ agrees to the following conditions and terms for the use of the Powell Township Hall.

Meetings:

All meetings post be posted with the Township Supervisor, (hours and date) so there will be no conflicting dates. Township Board and Committees meetings will have first priority

Once a meeting is approved and posted a key may be obtained 24 hours prior to the meeting from the Township Custodian or Supervisor. The key must be returned to the Custodian or Supervisor with-in 24 hours after the meeting.

The person responsible for the meeting shall also be responsible for the cleanup and putting the hall back in the order it was found and for any damages the occurs.

Private Parties or Events:

There shall be a resident's rental fee of \$25.00 and a deposit fee of \$25. The deposit shall be refunded if the hall is left in a clean and orderly fashion and no damage has been incurred.

There shall be a non-resident rental fee of \$50.00 and a deposit of \$50.00. The deposit shall be refunded if the hall is left in a clean and orderly fashion and no damage has been incurred.

All litter must be placed in the proper trash containers and taken to the transfer station.

Individuals wishing to serve alcoholic beverages on Township property must obtain liquor liability insurance in the amount of not less than \$100,000.00 per occurrence. The insurance must name the Township of Powell Government as the insured party. The individual or party must present proof of insurance to the Township Supervisor or Clerk 24 hours in advance of such use.

The Township may close the facility at any time for reasons of safety, maintenance or preventative maintained. This information will be posted near or on the facility in a conspicuous place.

The township reserves the right to waive certain conditions or add special conditions to this agreement.

If the User violates any part of this agreement, use of the facility will be denied.

Approved _____

Clerk _____