

DELAWARE TOWNSHIP HALL RENTAL POLICY

1. The person signing the rental agreement must be the person hosting the event.
2. No smoking and no alcohol are permitted inside the building or on the grounds of the Delaware Township property.
3. The renter is responsible for setting up tables and chairs as well as cleaning up the hall to be left in the same condition as found. No tape or tacks are to be placed on the walls. Please do not push tables up against the walls. Use only tape on the tables. Do not use a stapler.
4. The rental of the hall does not include use of coffee pot or kitchen utensils - you must bring your own. The kitchen must be cleaned up and left in good order. **You must take your garbage with you.**
5. **Renter must provide evidence of property insurance showing liability coverage to rent the hall.** Your insurance agent can help you with this. Delaware Township is not responsible for any injuries or damages to the property. The renter agrees to accept full responsibility of family, guests, self and others at the Delaware Township Hall and grounds. You can have your insurance agent email the Evidence of Property Insurance to ***tammydelawaretwp@gmail.com*** or you can mail it to the hall.
6. Hours available for rental are from 8 a.m. to 11 p.m. only. Hall is to be locked up by 11 p.m.
7. Renter is responsible for locking the hall and closing any windows.
8. No one is to go into the Fire Hall part of the building at any time.
9. Please park all vehicles on the south side of the building - away from the Fire Hall. **DO NOT BLOCK FIRE DEPARTMENT DOORS!!**
10. Charges for rental are: Deposit: \$100 Refundable if left in proper order.
Delaware Township property owners: \$150.00 • Non-property owners: \$300.00

APPLICATION:

Date of Rental: _____ Approximate number attending: _____

Renter: _____ Food Served: Yes _____ No _____

Address: _____ Time From: _____ to _____

City/State/Zip: _____ Type of Event: _____

Phone: _____

I HAVE READ THE RENTAL POLICY AND AGREEMENT AND WILL COMPLY.

I have enclosed my Evidence of Property Insurance.

I have enclosed my Deposit check for \$100.

I have enclosed my check for the rental. *Make check out to Delaware Township.*

Signature of Renter: _____

Mail to: Delaware Township 7979 Maple Grove Rd. • Minden City, MI 48456

Questions call: Tammy Barker 989-864-8008