

GLEN ARBOR TOWNSHIP

P.O. Box 276 ~ glenarbor@glenarbortownship.com ~ Glen Arbor, MI 49636
231-334-3539 FAX 231-334-6370

RENTAL RULES FOR THE GLEN ARBOR TOWN HALL

Updated October 2017

TOWN HALL EVENT RENTAL RATES

Glen Arbor Twp. Residents & Taxpayers	(1-day, i.e.: wedding)	\$500
All others	(1-day, i.e.: wedding)	\$750
Additional days	(i.e.: Friday and/or Sunday)	\$200 ea.
White Tables (Round – seats 8-10)		\$5.00 ea.
White Tables (Rectangular 8' x 30")		\$5.00 ea.
White Chairs		\$1.00 ea.
Meeting Room (limit 20 people)	Per Day	\$100
<i>Holding the Hall for RAIN DATES \$50.00 per day</i>		

NO TABLES OR CHAIRS ARE TO BE REMOVED FROM THE HALL FOR ANY REASON

All use of the Town Hall shall be requested in advance and approved by the Clerk

Minimum \$150.00 use charge for town hall

All persons/tenants who contract to use the town hall are responsible for all damages and clean up. A **(\$500.00) damage deposit** will be collected. This deposit will be used to cover damages. If damage is in excess of \$500.00 the Tenant renting the hall is responsible for all additional costs.

RULES FOR THE TOWN HALL

1. The code will be given only to a tenant who is at least eighteen (18) years of age.
2. Township personnel will adjust the heat.
3. Township personnel will make the townhall schedule during regular office hours.
4. No handball, football, baseball, tennis, archery, or any other activity, which could cause harm to the hall or to persons, will be allowed.
5. All lights must be turned off, windows closed and all doors locked when leaving.
6. The user/tenant (the one who is assigned the code) will pay for all damage.
7. All damage must be reported to township personnel at once.
8. Any violation of these rules will mean the activity will be ended at once.
9. All renters or service groups **MUST** remove all garbage and refuse indoors and out, and put it in the dumpster which is located next to the garage in the parking lot.
10. No permanent attachments will be made to any walls or floors or township property.
11. Township personnel will make inspection before any refunds are issued.

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12. No tables, chairs or any township owned equipment may be removed from township building at any time.

NO SMOKING AT ANYTIME IN THE TOWNHALL

THE USE OF LIQUOR ON TOWNSHIP PROPERTY

1. **No alcoholic beverages** on property without obtaining the consent of the Clerk. **Such consent must be requested in writing and be presented to the clerk.**
2. **NO ALCOHOLIC BEVERAGES** are to be **sold** or **exchanged** on Township premises **for cash, in any form** (including cash bar, cover charges, donations, or other fees, etc.) If alcoholic beverages are to be served, **TENANT MUST provide the Township a copy of their insurance policy (Host Liquor Liability Policy) showing the Township as additionally insured, in the amount of \$500,000.00.**
3. All other rules for the Town Hall apply.
4. All rental rates for the Town Hall apply.
5. A Lease Agreement must be signed between the Township and the tenant.
6. The final authority as to who may use the Town Hall will be the Township Board.
7. In order for a refund to be given in case of a cancellation, the cancellation notification must be received no less than **90 days** prior to the reservation date.

**All the above rates and rules are subject to change by the
Glen Arbor Township Board.**