

HISTORIC TOWNSHIP HALL RENTAL

Hall Location: 27725 CR 375, Paw Paw, MI

STEP 1:

Date of Application _____

Date of Rental _____

Type of Rental Use: _____

Name of Applicant or Organization _____

Address _____

Phone Number _____

Event Time: Beginning: _____ Ending: _____ Time to Open Hall for Setup: _____

I have read and understand the Township Hall User Policy

STEP 2:

- ✓ Read Township Hall User Policy and Waiver Agreement. Sign completed application and liability release waiver.
- ✓ Send forms to: **Almena Township Hall, 27625 CR 375, Paw Paw, MI 49079**
- ✓ If approved, applicant will be notified with a copy of this form mailed back, date of rental noted.
- ✓ Payment of rental fee of \$150 plus \$200 security deposit is required to confirm the reservation
- ✓ Any reservations and/or cancellations should be made at least 2 weeks in advance of your rental date.

Office Use Only Below This Line

Date Rental/Security Deposit Received

Approved By: _____ /_____/_____

STEP 3:

Inspection of hall prior to rental date by rental agent and renter to confirm hall condition. An inspection is completed after each event by the rental agent and the security deposit is returned if the hall is found to be clean and free of damage. Meeting will be scheduled to complete inspection form below.

Date Checked : _____ (prior to rental) Date checked : _____ (after rental)

- Heat/Thermostat Location, Refrigerator on
- Cleaning Supply Closet/Agent Contact Info
- Key Drop Area/Door Lock
- Hall in Clean Condition/Floor Clean
- Six Tables, 36 Folding Chairs
- Trash Empty/Outside Dumpster Identified

- Furnishings in Place
- Cleaning Supplies in Place
- Key Returned
- Hall in Clean Condition/Floor Clean
- Six Tables, 36 Folding Chairs
- Trash Empty/In Outside Location

Renter Confirmation: _____

Rental Agent: _____