

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 TOWNHALL

July 8, 2010

RATES

Glen Arbor Twp. Residents & Taxpayers	(1-day, i.e.: wedding)	300.00
All others	(1-day, i.e.: wedding)	500.00
Additional days	(i.e.: Friday and Sunday)	200.00
<i>Holding the hall for RAIN DATES</i>		<i>\$50.00</i>

All use of the town hall shall be requested in advance, in writing and approved by the Clerk

*Local Service Groups (Meetings)-(see list)

No Charge

These users shall also reserve in advance, in writing and approved by the Clerk

- | | |
|-----------------------------------|--------------------------------|
| *1. Lions Club | *6. Citizens Council - Local |
| *2. Glen Arbor Women's Club | *7. Churches - Local |
| *3. Glen Lake Women's Club | *8. Glen Lake Area C. of C. |
| *4. Senior Citizens Organizations | *9. Scout Groups |
| *5. Glen Lake Association | *10. G.A. Fire & Rescue. Assn. |

All persons who contract to use the town hall are responsible for all damages and clean up. When a fee is charged for the use of the hall, a **(\$150.00) clean-up deposit** will also be collected. This deposit will be used to cover damages and clean up if the person or persons leaves the hall damaged or unclean. If damages or clean up is in excess of \$150.00 the person or persons renting the hall will pay the additional costs. If the hall is left clean (must meet the inspection of the Supervisor, Clerk or custodian), and there are no damages or special clean up, the deposit will be returned.

RULES FOR THE TOWN HALL

1. Persons or groups using the Hall for activities held in the Townhall gym will be charged a minimum of \$100.00 per day, plus \$50.00 if the kitchen is used. The use of the meeting room will be charged at a rate of \$50.00 per meeting.
2. The code will be given only to a tenant who is at least eighteen (18) years of age. This code is only good for the time of your rental.
3. Township personnel will adjust the heat.

GLEN ARBOR TOWNSHIP

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

5. Only township personnel will make the Townhall schedule during regular office hours.
6. No handball, football, baseball, tennis, archery, or any other activity, which could cause harm to the hall or to persons, will be allowed.
7. All lights must be turned off and all doors locked when leaving.
8. The user (the one who has the code) will pay for all damage.
9. All damage must be reported to township personnel at once.
10. Any violation of these rules will mean the activity will be ended at once.
11. All renters or service groups **MUST** remove all garbage and refuse indoors and out, and put it in the dumpster.
12. No permanent attachments will be made to any walls or floors or other township property.
13. Township personnel will make inspection before any refunds are issued.

NO SMOKING AT ANYTIME IN THE TOWNHALL

THE USE OF LIQUOR ON TOWNSHIP PROPERTY

1. **No alcoholic beverages** may be served or consumed on township premises without first 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 showing the Township as additionally insured, in the amount of \$500,000.00.**
3. All other rules for the hall apply.
4. All rental rates for the 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 town 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.**