

Cheshire Township Hall Rental Agreement and Rules

1. Individual(s) renting the hall must be present during time of use.
2. Maximum capacity is 65 persons (using chairs only), capacity is 45 persons using both tables and chairs.
3. No smoking in the building.
4. No use of alcohol, drugs or illegal/licit substances allowed on the premises.
5. No use of fireworks allowed on any township property.
6. The Township Hall and grounds must be clean and clear of any debris (including cigarette butts) upon completion of rental period.
7. Decorations must be non-flammable or fire retardant. Do not use nails or thumbtacks to install decorations.
8. Trash bags will be provided, please bag and remove all trash from premises upon completion of rental period.
9. No climbing or sitting on the barrier free/access ramp(s) hand rails/railings.
10. Township Hall and premises must be vacated by 12:00am (midnight) on day of use.
11. Per Allegan Co. Health Dept. rules, no food is to be prepared at the Township Hall.
12. Township officials and/or employees may enter and exit the Hall at any time during rental period to conduct township business as needed.
13. Rental period is generally from 8:00am day of rental till 12:00am (midnight) day of rental.
14. Upon leaving the Township Hall, please do the following:
 - a. Close all windows.
 - b. Wipe down all counters, tables and other surfaces.
 - c. Vacuum carpets, Sweep and mop wood/vinyl floors.
 - d. Remove all food from refrigerator, remove all decorations and remove all trash from building and grounds.
 - e. Turn off all lights and ceiling fans.

Rental fees are as follows: Resident \$125 plus \$100 cleaning/damage deposit. Non-Resident \$250 plus \$100 deposit. Cleaning/damage deposit returned after acceptable post rental inspection.

Rental Fee: \$ _____ Cash/Check # _____ Deposit Fee: \$ _____ Cash/Check # _____

Date of USE: _____

Name: _____ Phone #: _____

Address: _____ Driver's License / ID # _____

Signature: _____ Date: _____

Township Official: _____ Date: _____

To make arrangements for key pickup/access and access details, contact Steve Revor, 269-521-4522 or 269-207-4734. *** Lost or stolen keys could result in a \$500 lost key fine. ***