

Auditorium and Conference Room Rental Form

Allendale Charter Township, 6676 Lake Michigan Drive, P O Box 539, Allendale MI 49401

Contact person _____
Organization name _____
Address _____
Telephone number _____

Conference Room	\$30	_____
• Capacity 10 around table		
• Available Monday-Friday, 8 am-5 pm		

Auditorium		
• Capacity 118 seating only/60 around tables		
• Available Monday-Sunday and holidays		
• Prices		
General public for 4 hour time period	\$80	_____
For each additional hour	\$20	_____
Government related group for 4 hour time period	\$40	_____
For each additional hour	\$15	_____
• \$50 deposit, refundable if there are no damages to the auditorium		
• To be used for:		_____
• Dated needed:		_____

The rules and regulations are attached. Please sign below to show that you have read, and agree to follow, all rules as stated.

To the fullest extent permitted by law, we agree to defend, pay in behalf of, and hold harmless Allendale Charter Township, its elected and appointed officials, employees and volunteers and all others working in behalf of Allendale Charter Township, against any and all claims, demands, suits, loss, including all costs connected therewith, for any damage which may be asserted, claimed or recovered against or from Allendale Charter Township by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out of the alleged negligence of Allendale Charter Township, and/or in any way connected or associated with this contract.

Signed: _____

- Cancellation will be accepted up to 48 hours before rental
- Make both checks (deposit and rental check) payable to Allendale Charter Township
- Read the attached rules and regulations, sign this application form, and return it with payment to:
Allendale Charter Township
P O Box 539
Allendale MI 49401
- Reservations are tentatively scheduled until this form has been completed and returned, with payment, at which time your reservation will be confirmed. If you should have any questions, please feel free to call 895-6295, extension 0, for clarification.

Please return my deposit check.

Please shred my deposit check.

**ALLENDALE CHARTER TOWNSHIP
AUDITORIUM AND CONFERENCE ROOM RENTAL-RULES AND REGULATIONS**

1. No alcoholic beverages will be brought to or consumed on the premises.
2. No red punch will be served on the premises.
3. No gambling will take place on the premises.
4. No posters or signs will be attached to the premises.
5. No smoking is allowed on the premises.
6. No personal property will be allowed on the premises other than during the rental period.
7. The renter will not allow any member of its group to enter the podium/board area at the south end of the auditorium room.
8. The renter will not use any of the sound equipment or allow any member of its group to tamper with the sound equipment control panel.
9. The renter will only use the room(s) rented and the restrooms.
10. The renter will not use displays, decorations or additional furniture that will be destructive to the premises.
11. The renter is responsible for set-up and takedown of chairs, tables, etc., clean up of kitchen if used.
12. The renter is responsible for all coffee supplies and making of coffee.
13. The renter must clean the premises and place all refuse in garbage bags provided and dispose of garbage in the dumpster located near the maintenance garage.
14. The renter accepts the premises in its present condition and must return it in like condition.
15. The renter must return all Township property to the designated storage spaces.
16. The renter must turn off lights when leaving.
17. The renter must vacate the premises at the scheduled time.
18. The renter may not assign, transfer, sublet or charge a fee to others for the use of the rental property.
19. The renter holds the Township harmless of any and all fines, forfeitures and penalties arising out of violation of the law.
20. The Township and/or its agents are indemnified against all liability to persons or property on the premises.
21. Township activities take precedence over any regular rental group.
22. The Township will be reimbursed for any damages to the premises, building and/or equipment.

This is your copy to keep. Please sign the Rental Form and return, with payment, to:

*Allendale Charter Township
PO Box 539
Allendale, MI 49401*

If you have any questions regarding the rental agreement or the rules, please call 616-895-6295 extension 0.