

ALLENDALE CHARTER TOWNSHIP

6676 Lake Michigan Drive, Allendale MI 49401
616.895.6295 EXT: 1110

Rental Request Agreement

APPLICANT INFORMATION		
APPLICANT NAME PRINTED:	PHONE:	
APPLICANT ADDRESS:	ALLENDALE RESIDENT?	
CITY/STATE/ZIP:		
EMAIL ADDRESS:		
AUDITORIUM & EAST PAVILION RENTAL		
<p>Please read the attached rules and regulations...</p> <p>A block of time for the Township Auditorium/Pavilion is ONLY reserved AFTER the cost for the rental of such block is paid in full to the Township office and the person renting the block signs an agreement provided by the Township. No block shall be held without complete payment. Cancellation will be accepted up to 48 hours before scheduled rental time.</p> <p>After reading and agreeing to these rules and regulations, sign and return this signature page with payment to:</p> <p>Allendale Charter Township PO Box 539 Allendale MI 49401</p> <p>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 on 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.</p>		
APPLICANT NAME PRINTED	SIGNATURE	DATE
FOR OFFICE USE ONLY		
VERIFICATION OF RESIDENCY:	PAID AMOUNT:	
APPROVED FOR:	COPY OF DRIVER'S LICENSE FOR FILE:	
BLOCK OF TIME:	STAFF SIGNATURE/DATE APPROVED:	

\$50.00 deposit for rental of auditorium. The deposit will ONLY be cashed if there are damages to the facility. Deposit will be shredded unless you request it to be returned by providing the Township with a prepaid envelope.

Thank you for renting our facilities here at Allendale Charter Township!!

RENTAL RULES

AUDITORIUM

BY SIGNING THE AGREEMENT, THE APPLICANT AGREES TO THE FOLLOWING TERMS AND AGREES TO SHARE THIS INFORMATION WITH THOSE ATTENDING THE GROUP EVENT

- The renter accepts the premises in its present condition and must return it in like condition.
- 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.
- The renter is responsible for set-up and takedown of chairs, tables, etc., clean-up of kitchen if used.
- The renter will only use the room rented and the restrooms.
- No alcoholic beverages will be brought to or consumed on the premises.
- No red punch will be served on the premises.
- No gambling will take place on the premises.
- No posters or signs will be attached to the premises.
- Smoking or tobacco use is not permitted inside Township facilities or within 25 feet of doors of property.
- No personal property will be allowed on the premises other than during the rental period.
- The renter will not allow any member of its group to enter the podium/board area at the south end of the auditorium room.
- The renter will not use any of the sound/video equipment or allow any member of its group to tamper with the sound/video equipment control panel.
- The renter will not use displays, decorations or additional furniture that will be destructive to the premises.
- The renter is responsible for providing all coffee supplies and making of coffee.
- The renter must return all Township property to the designated storage spaces.
- The renter must turn off lights when leaving.
- The renter must vacate the premises at the scheduled time.
- The renter may not assign, transfer, sublet or charge a fee to others for the use of the rental property.
- The renter holds the Township harmless of any and all fines, forfeitures and penalties arising out of violation of the law.
- The Township and/or its agents are indemnified against all liability to persons or property on the premises.
- Township activities take precedence over any regular rental group.
- The Township will be reimbursed for any damages to the premises, building and/or equipment.

Allendale Charter Township

Auditorium & East Pavilion Rental *Prices*

Resident VS Non-Resident

Resident vs Non-resident – Auditorium

- **Resident** – Per 4-hour time period \$80.00 + \$50.00 deposit
- *Non-resident* – Per 4-hour time period \$100.00 + \$50.00 deposit
 - o Any hour beyond the 4-hour time period \$20.00 for *Residents and Non-Residents*

Resident vs Non-resident – East Pavilion

- **Resident** – Per 4-hour time period \$30.00
- *Non-residents* - Per 4-hour time period \$50.00
 - o Any hour beyond the 4-hour time period \$10.00 for *Residents and Non-Residents*