

**EUREKA CHARTER TOWNSHIP**  
**Rental Guidelines and Agreement for Township Hall Rental**  
Updated April 12, 2016

1. The rental fees are **\$75 for Township residents** and **\$150 for non-residents**, with \$25 of fee to be NON REFUNDABLE. A **security deposit of \$250** is also required. There is no extra fee for using the kitchen. A 10% Discount will be given for Military and military Spouse.
2. Profit making activities and outside events require special arrangements.
3. NO weapons allowed on premises.
4. Building capacity is 118 persons.
5. Payment in full is due at least two (2) weeks prior to the event to hold your date.
6. Event check-in and check-out will be done by a designated Township representative.
7. All events shall end and be cleaned up by 11:00 p.m.
8. The Township Board reserves the right to cancel an event or prohibit further use by certain parties if the rules are not adhered to.
9. Please respect our rules:
  - There is no smoking permitted inside or outside the hall.
  - NO alcoholic beverages are allowed on premises. Also no red colored beverages.
  - Table decorations only please. Do not affix anything to the walls or ceiling.
  - Open flame candles are allowed ONLY IF FLAME IS BELOW top of container with the exception of cake candles.
  - NO fireworks permitted.
  - Pets are not allowed.
  - Kitchen is for food warming only. NO cooking allowed.
  - Larger event parking is permitted down Jordan Road near Grattan Academy. DO NOT park along M91.

**EVENT SET-UP**

You may use any available table/chairs, but please return them to their original place.  
Exposed electrical cords should be taped in place.

**EVENT CLEAN-UP**

Hall should be restored to the check-in condition.  
Take trash to dumpster.  
Vacuum carpets, including foyer and hallway.  
All surfaces wiped (tables, chairs, counters, etc.)  
Kitchen (if used) and restrooms cleaned and all tiles swept and mopped.

**I FULLY UNDERSTAND AND AGREE TO THE ABOVE TERMS IN THE RENTAL OF EUREKA CHARTER TOWNSHIP HALL.**

Rental Party: Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Today's Date \_\_\_\_\_ Rental Fee \_\_\_\_\_ Security Deposit \$250.00 No Kitchen Fee

**The security deposit will be refunded if all guidelines have been followed.**

Date of Event \_\_\_\_\_ Event \_\_\_\_\_

Time of Arrival to set up \_\_\_\_\_ Time of Event \_\_\_\_\_ Time of Departure \_\_\_\_\_

Signature: \_\_\_\_\_

Payment of \$ \_\_\_\_\_ Check # \_\_\_\_\_ Deposit \$ \_\_\_\_\_ Check # \_\_\_\_\_

Received by: \_\_\_\_\_ Date \_\_\_\_\_

Township Contact Information for day of event: Name \_\_\_\_\_ Phone \_\_\_\_\_

**EUREKA CHARTER TOWNSHIP**

9322 S. Greenville Road

Greenville, MI 48838

(616) 754-5053

[eurekatp@yahoo.com](mailto:eurekatp@yahoo.com)

**LIABILITY WAIVER FOR HALL RENTAL**

To the fullest extent permitted by law, I, sponsoring adult, agrees to defend, pay in behalf of , indemnify, and hold harmless, Eureka Charter Township in Montcalm County, its elected officials, employees, and others working on behalf of Eureka Charter Township, Montcalm County, against any and all claims, demands or suits or loss, including all costs connected therewith, and for any damages which may be asserted. Claimed or recovered against, or from Eureka Charter Township, Montcalm County, by reason of personal injury and death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this Contract.

I further agree to be in attendance at all times, and also agree to adhere to all building usage rules and regulations that apply to this facility, as attached.

I understand Eureka Charter Township is not liable for any and all issues that may arise from the serving of food and beverages provided by the rental party and/or their vendors and caterers.

I understand smoking is prohibited and that alcoholic beverages are not allowed on Township property.

**I HAVE READ AND UNDERSTAND WHAT I AM SIGNING.**

Date \_\_\_\_\_

Signed \_\_\_\_\_ Printed \_\_\_\_\_  
Rental Party Individual/Organization

Witnessed by \_\_\_\_\_ Date \_\_\_\_\_  
Township Representative