

Bertrand Township

3835 Buffalo Rd, Buchanan, MI 49107

Phone: 269.695.5001

Email: info@BertrandTownship.com

Website: www.BertrandTownship.com

Bertrand Event Hall Rental Agreement

Please Print and Fill Out Completely

RENTER'S NAME_____DATE OF APPLICATION_____

PARCEL #_____ADDRESS_____

PHONE_____EMAIL_____

DRIVERS LICENSE #_____ESTIMATED NO. OF GUESTS_____

PURPOSE FOR RENTAL USE_____

DATE TO BE USED_____TIME: FROM_____TO_____

(Bertrand Township staff will complete the section below this line)

Security Deposit Fee Paid \$_____Receipt #_____Date_____

Rental Fee Paid \$_____Receipt #_____Date_____

Received by_____Date Deposit Returned_____

In exchange for the privilege of using the Township facilities for the purposes indicated on the above dates and times, the Renter, by signing, has read the Bertrand Township Event Hall Policy and agrees and promises that to the terms and conditions.

SIGNATURE OF RENTER

DATE

*****Renter must call Thursday before rental for Entry Code*****

Bertrand Event Hall Rental Rates

Bertrand Township Resident Rate	\$350.00	Security Deposit	\$400.00
Non-Resident Rates	\$550.00	Security Deposit	\$400.00
Funeral Gathering (Residents only)	Free	(security deposit \$400.00)	

****PLEASE READ POLICY CAREFULLY AND COMPLETELY BEFORE SIGNING****

The Bertrand Township Event Hall is owned by the people of Bertrand Township. In order that all may benefit, a few necessary rules are listed below.

THE RENTER AGREES:

1. Not to bring or consume alcoholic beverages or allow smoking on the Township premises. (per MCL 436.1913)
2. Not to use tape, glue, tacks, nails, or staples on the walls or ceiling. **Use of 3M Command products is permitted.**
3. To clean the premises and place all refuse in dumpster. Brooms and mops are located in the utility room.
4. To accept the premises in its present condition and return it in a like condition.
5. To return all Township property to designated storage spaces. Please fold tables and chairs after use and place in the proper caddy. **DO NOT DRAG TABLES ACROSS FLOOR.**
6. To reimburse Bertrand Township for any damages to the premises, building, and equipment.
7. To vacate the premises at the scheduled time. **Please make sure all 3 doors are shut and locked upon vacating the premises.**
8. No personal property shall be on the premises other than during the rental period.
9. Not to drive or park on unpaved surfaces.
10. Hours available for rental of the hall are 9:00a to 9:00p on Sunday through Saturday.
11. The Township is not responsible for lost or stolen articles.
12. No pets/animals are allowed in the building or in the yards.
13. Not to prop open or block open the doors.
14. Not to open windows.
15. To indemnify and hold harmless the Township of Bertrand against any and all liability to persons or property brought within the hall or upon the property of the Township.
16. All rental dates are secured by full payment on a first come basis--*cash or check, no credit card service is available.* **Your rental date is not secure until payment in full has been received.** No rain checks or refunds will be given due to bad weather or late cancellations.
17. Bertrand Township reserves the right to deny a facility rental to any person or organization for any reason at any time. Scheduled rentals may be cancelled by Township staff due to unforeseen circumstances, in which case a full refund will be granted.
18. Any matters not covered by said rules in this Agreement shall be at the discretion of Bertrand Township Board.
19. Failure to comply with the above conditions will result in forfeiture of your deposit. You may also forfeit your right to rent the hall in the future.

Available Equipment

75 chairs 2-6' tables 12-8' tables 8-6' round tables

**If you have an emergency or require assistance during your rental, please contact:
Steve Hicks, Supervisor—(269) 240-0932 or Nancy Lentsch, Admin—(574) 220-5552**