

**AUSTIN TOWNSHIP  
14132 Pierce Road  
Stanwood MI 49346  
(231) 823-9704 x1**

## **HALL RENTAL AGREEMENT**

Name \_\_\_\_\_

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

Type of Event \_\_\_\_\_

**EFFECTIVE APRIL 1, 2022, Hall rental is \$100.00. Additional fees may apply for damage, leftover trash, or the need for extensive cleaning after your event. Upon completion of the form, please email signed copy to [kennvredenburg@gmail.com](mailto:kennvredenburg@gmail.com).**

### **RULES FOR RENTERS**

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1. NO ALCOHOLIC BEVERAGES ALLOWED
2. EVENTS MUST NOT INVOLVE THE EXCHANGE OF MONEY, GOODS, OR SERVICES (E.G., GAMBLING, YARD SALES, CRAFT SHOWS, ETC.)
3. DO NOT ATTACH ANYTHING TO THE WALLS OR CEILING - USE CORK BOARDS AND STRIPS
4. PUT AWAY ALL THE TABLES AND CHAIRS YOU GET OUT AFTER WASHING THEM DOWN
5. WASH AND PUT AWAY ALL DISHES YOU USE
6. EMPTY AND UNPLUG COFFEE POT
7. SWEEP THE FLOORS WHEN YOU ARE FINISHED
8. TURN OFF ALL LIGHTS
9. BE SURE TO LOCK ALL DOORS AND WINDOWS WHEN YOU LEAVE
10. TAKE YOUR TRASH WITH YOU
11. RETURN KEY PROMPTLY AFTER USING HALL TO KENN VREDENBURG  
(231) 250-7341 (CALL OR TEXT)

\_\_\_\_\_  
Signature of Renter or Responsible Party

\_\_\_\_\_  
Date

***I will hold Austin Township harmless should any incident occur personally or to any attendee during my rental of the Austin Township Hall.***

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

*FOR OFFICE USE ONLY*

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Accepted by \_\_\_\_\_

\_\_\_\_\_  
Date

Payment Received \$ \_\_\_\_\_

\_\_\_\_\_  
Date