

**Iron River Township
Hall Rental Packet**

1. Enclosed is your packet for hall rental.
2. Please be sure to read all three following pages.
3. Fill out the application and submit with your check for both the rental and deposit and any additional papers you any have to submit, such as for insurance.

Send back to:

Iron River Township
102 McNutt Rd. (or 210 Gibbs City Rd)
Iron River, MI 49935

4. You are to keep the page(s) with rules and clean up procedure for your reference.
5. Once your check is received, the calendar will be marked with your confirmed date of rental.
6. Upon return of the key(s) and hall inspection, your refund will be sent back to you during the next accounts payable cycle.

Thank you.
We hope you have a wonderful celebration.

**Iron River Township
Contract For Use of Township Hall**

Today's Date _____ Applicant(s) _____,

requests the use of the [] Township Hall, or [] Beechwood Hall, on (Date) _____ for the

purpose of _____ at (time) _____ and agrees with the items of this agreement in total.

Proof of Insurance and Liability Agreement:

In consideration of renting the use of above hall, we do hereby assume all liability of whatsoever nature and kind which might accrue by or through the acts and/or conduct of ourselves, our guests and persons present at above stated function; and we do hereby severally and jointly guarantee to save harmless said township and its officers from all demands, damages, judgments, expenses and costs it may be put to by reason of the use of said Township Hall for above stated purpose.

Applicant agrees to be responsible for any and all property damage or liability resulting and agrees to the rental cost. Applicant will not allow any illegal or hazardous activity to occur at the Iron River Township and property. Applicant shall provide Iron River Township with Proof of Liability and Property Insurance, pay amount of rental and sign this agreement before a key to the Hall will be released. The key will be release for the Hall setup within 24 hours prior to Rental Date, but not before.

Insurance Company _____ Policy Number _____

Applicant agrees to follow clean-up procedures and return key within 24 hours after rental period.

Alcohol Agreement:

Will alcohol will be served at this function? [] Yes [] No

If alcohol is served the applicant shall have a deputy, constable, or other law officer, approved by the township, present at all times during the hours of use and shall obtain number of officers per state and local law requirements. Applicant shall be responsible for any and all costs of attaining and retaining deputy, constable, or law officer.

Title of law officer [] Deputy(s) [] Constable(s) [] Officer(s)

Agency of law officer: _____

Name of Deputy(s), Constable(s), or Officer(s) _____

Print

Sign

Print

Sign

Amount of Rental and Deposit:

Applicants agrees to a Rental fee of \$ _____ and a deposit of \$ _____, and understands that any damage costs will be deducted from said deposit. Damages exceeding deposit shall be the responsibility of the Applicant. Rules of the Hall as posted must be observed. After the Hall has been inspected by township personnel, the deposit (in whole or part) will be returned following the next regular Board meeting.

The total cost of \$ _____ has been received by _____ Check # _____

Applicant (Please Sign) _____

Address (Mailing) _____ Phone # _____

I have inspected the Hall after the above stated person used it, and

[] I recommend the deposit be returned in its entirety.

[] I do not because of the following: _____

Signature of Township Employee

Date

Iron River Township Hall Rental

The Iron River Township hall will seat between 100 and 125 people. The basement is the only area where food and beverage can be served and consumed. No food or beverage is allowed on the first floor level.

The Township has limited coffee makers, dishes, cups, silverware, and serving dishes. Plan on providing your particular needs. Plan on providing your own roasters, cooking pots and pans, measuring cups/spoons, dish towels, sugar, spices, etc.

Bathrooms are supplied with toilet paper, hand soap and paper toweling.

The upper level is handicap accessible from the back door location with access only to the first floor.

A deposit is required with all rentals and is required to reserve a date.

Fees and Guidelines:

Resident Fees:

Party liquor served: \$ 125 + \$ 75 Security Deposit
Party liquor not served: \$ 75 + \$ 75 Security Deposit

Non-Resident Fees:

Party with Liquor: \$ 150 + \$ 75 Security Deposit
Party without Liquor: \$ 100 + \$ 75 Security Deposit

Small parties under 25 people for gatherings such as baby showers, wedding showers, birthday parties, etc the fees are as follows:

Resident Fees: \$ 30 + \$ 30 Security Deposit
Non-Resident Fees: \$ 40 + \$ 40 Security Deposit

The Beechwood Hall is only available for small gathering of less than 100 people. It has limited facilities and may not be appropriate for some gatherings. Please review the facility of your choice before committing. For this reason the fees are slightly lower.

Resident Fees:

Party liquor served: \$ 100 + \$ 75 Security Deposit
Party liquor not served: \$ 50 + \$ 50 Security Deposit

Non-Resident Fees:

Party with Liquor: \$ 125 + \$ 75 Security Deposit
Party without Liquor: \$ 75 + \$ 75 Security Deposit

Small parties under 25 people for gatherings such as baby showers, wedding showers, birthday parties, etc the fees are as follows:

Resident Fees: \$ 25 + \$ 25 Security Deposit
Non-Resident Fees: \$ 30 + \$ 30 Security Deposit

Be sure to read the rental agreement before signing and making your deposit. Absolutely no liquor is allowed with out certified security officers. As stated in the agreement, any damage beyond the Security Deposit, is the liability of the person renting the hall.

Some Rules:

1. Liquor is only allowed in the downstairs Bar Room area. If drinks or food is spilled, mop those areas immediately.
2. Renters serving liquor are required to provide the Township with a copy of their "rider" on their homeowner's coverage. Also must fill-in the rental agreement with this information.
3. You may decorate the Hall the day before, providing there is no function being held that day. **DO NOT USE THUMBTRACKS !**
4. You may occupy the Hall until 1 A.M. Most bands and/or DJ's can play until midnight. You then have an hour to shut down, bid your guests good-night, and clean up.
5. Exceptions are made for handicapped guests who don't have access to the downstairs. Food and drink may be brought up to them. There are both handicap-accessible men's and women's bathrooms on the main floor.
6. If hiring a band and/or DJ, instruct them that they may unload their instruments, speakers, etc. on the back ramp, but they are **NOT TO PARK THERE**. This ramp area is reserved for disabled persons.
7. A constable must be present during parties where liquor is served. His duties are to make sure there is no underage drinking, rowdy guests, etc. If he feels a situation is getting out of hand, he is instructed to call the Sheriff, State Police, or whomever he feels is necessary for assistance. Parties should be positive celebrations, not an excuse for misbehavior or a freeforall.
8. The Hall should be clean by Noon the following day (or twelve hours after another type of function).
9. Must take down all decorations, including tape.
10. Bag all paper, garbage, beer, wine and alcoholic containers and take with you for disposal and recycling. We cannot afford to pay landfill "tipping" fees for your gathering.
11. Make sure all food stuffs are removed from oven and refrigerator. Make sure all ovens are turned off.
12. Take down all folding tables and chairs, and stack back where custodian or personal has instructed or the proper storage location from which they were located.
13. Sweep floors, both upstairs and down.
14. If people have congregated outside, police that area to clean up cups, cans, garbage, etc.
15. **DO NOT REMOVE** any articles belonging to the Hall; such as, bowls, pans, coffee maker, etc. To do so will forfeit your security deposit and may add additional costs to you.
16. Take a final inspection of entire hall to see if you or any of your guests have left personal items behind. The Township is not responsible for their safekeeping.
17. Return the key to the proper township personal or hang back on lobby bulletin board.
18. When leaving, make sure all outside doors lock behind you. There are four (4) doors to check.
19. If you have any concerns, please notify township personal or board member immediately. Do not delay in reporting any damage, any appliance that isn't working, etc. We appreciate your help in this matter.

We hope you enjoy your gathering.