

**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.  
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 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