

# HAYES TOWNSHIP, OTSEGO COUNTY

## HALL RENTAL RATES, RULES & AGREEMENT

### **Rates:**

#### Parties, showers, with use of kitchen:

Residents \$75 Non-resident tax payers \$100 No township connection \$150

#### Business Meetings, one half day rate with no use of kitchen:

Residents \$50 Non-resident tax payers \$75 No township connection \$100

#### Business Meetings, Full date rate:

Residents \$75 Non-resident tax payers \$100 No township connection \$150

**Deposit Required** - \$75 is due with this agreement to reserve the hall for your requested date and time. The deposit will be returned if the hall is left clean and there is no damage to the hall or its contents. The rental fee is due in full 2 weeks prior to your reserved date. Checks are made to Hayes Township and sent to Lisa Daly, Hayes Twp. Trustee 7474 Papaya Trail, Gaylord, MI 49735. The person responsible for the rental agreement must show residency or taxpayer status. Having relatives residing in the township will not be accepted as residency.

**Deposit Refund** - Any refunds will be issued at the next township board meeting based upon the inspection of the hall and its grounds for damages or missing equipment. Full refunds are returned if there is a cancelled event 10 days prior of the date of the event.

**Weather** – For the safety of our renters and guests, if the hall requires plowing or salting the day of your event, an additional \$40 fee will be applied to your rate and is due with the deposit. This will be added in for all hall rentals booked from November 1 through April 30.

### **Hall Capacity:**

- ❖ 48 people sitting
- ❖ 86 people standing

### **Rules are as follows:**

- ❖ There is no smoking in the hall per State Law
- ❖ Alcohol is not permitted in the hall or on the premises
- ❖ No dancing inside the hall
- ❖ There is no rental of tables or chairs. **DO NOT SIT OR STAND ON THE TABLES**
- ❖ Masking tape **ONLY** may be used to attach decorations

### **Check-Out List:**

- ❖ The township hall is to be cleaned including vacuuming and trash removal.
- ❖ All decorations are to be removed.
- ❖ Tables and chairs are to be returned to where they were found.
  - The 5 board chairs are to be put in the front office prior to the event
- ❖ The furnace thermostat is to be lowered to the temperature set by the board.
- ❖ The water heater is to be turned off at the breaker box.

Please sign this form and enclose your deposit check and / or rent check in full to:

Lisa Daly 7474 Papaya Trail, Gaylord, MI 49735

To check availability contact Lisa at 989.614.1370

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

I have read and agree to the rates and rules of this agreement as outlined above by Hayes Township.

Date: \_\_\_\_\_

**X**

\_\_\_\_\_  
Renter