

DOUGLASS TOWNSHIP RENTAL TERMS AND CONDITIONS

Rental fees:

Township resident: \$150 rental fee and a \$100 refundable security deposit
Non township resident: \$250 rental fee and a \$100 refundable security deposit
Funerals: \$250 non resident and a \$100 refundable security deposit
\$150.00 resident and a \$100 refundable security deposit
Use of portable bluetooth speaker system (upon request) additional \$20.00

Payment:

Full payment is due two (2) weeks prior to the event . Note: For funerals for township residents, only the \$100 security deposit is required.

Security Deposit Refund :

The \$100 deposit will be returned by mail after the next Township Board meeting following your event, pending inspection and confirmation that the hall was left clean and undamaged.

Early Access :

If early access is requested (e.g., night before for setup), and the hall is available, an additional \$20 setup fee applies.

Access & Key Policy :

Renters will not be provided a key. If a township official is required to open or close the building more than once for the event, a \$20 fee per additional trip will be charged.

Residency Requirement :

I affirm that I am a Douglass Township resident: Yes____ No ____

The rental is for personal or immediate family use. I agree to be present for the duration of the event.

Prohibited Items & Actions :

- No alcoholic beverages allowed on the premises.
- No smoking inside the building.
- No red punch (due to staining).
- No decorations on walls or ceilings. Table decorations only.

Liability :

I understand that I am responsible for any and all damages, injuries, or theft that occur during my rental period. Someone must remain in the hall at all times during the event.

Cancellation Policy:

Cancellations made at least two weeks in advance will receive a full refund.

Vacating Time:

The building must be fully cleaned and vacated by midnight on the day of the event.

Payment Mailing Address: Douglass Township 3521 W McBrides Rd Stanton, MI 48888

Reservations or questions:

Contact the Township Clerk at 989-762-8014 or douglasstwp@gmail.com

Cleaning/End of Event Checklist :

- Mop the floors (kitchen, hall, and bathrooms) if necessary.
- Clean all tables and chairs.
- Vacuum carpets.
- Wipe down all kitchen counters and sinks.
- Leave tables set up.
- Return the heat or A/C settings to their original state after your event.
- Take all trash out to the dumpster located at the southwest corner of the parking lot.
- Put in fresh trash bags (located under kitchen sink)

Entrance/Exit:

Directions for entering the building will be provided after the contract is accepted and payment received.

EVENT DETAILS:

Event Date: ___ / ___ / ___ Arrival Time: _____ AM/PM Departure Time: _____ AM/PM

I have read, understand, and agree to all terms and conditions stated above for the rental of the Douglass Township Meeting Hall.

Print Name : _____

Date : ___ / ___ / ___

Signature : _____

Address _____

Phone Number : _____