Westphalia Township Hall

RENTAL POLICY

**THE HALL RENT**

The Westphalia Township Hall is available for rent for both residents and non-residents:

Resident fee: $150

Non-resident fee: $200

Renters will need to contact their insurance company and get a **“Special Events Liability Policy”** for the event date. This policy needs to be either faxed to the Township at 989-587-3153 or mailed to

PO Box 429 Westphalia, MI 48894 no later than **one month** prior to your event. Failure to do so will result in no rental.

The rental period is considered midnight to midnight of the rental date. All event preparation and cleanup must be accomplished within this time period.

A clean up/security deposit equal to the rental fee must also be added to the rental check. After inspection of the building in conclusion of the event, and the township deems the facility in good condition, a check will be cut back to the renter in the amount of the deposit. Please refer to the Cleanup Checklist.

Attaching decorations to walls, doors or windows is prohibited.

Smoking is not permitted anywhere in the township hall.

Reservations will be accepted by phone but will be considered “non-confirmed” until the cleanup/security deposit is received by the township clerk.

You must contact the Westphalia Township Clerk to rent the Hall:

ph: 989-587-3411 Email: [wtclerk@hotmail.com](mailto:wtclerk@hotmail.com)

**WHAT THE RENTAL INCLUDES**

The capacity of the hall is 100 persons. The hall is equipped with the following items for your use:

Kitchen area with microwave, refrigerator and range.

* Kitchen utensils (can openers, serving spoons, etc.) are not provided at this time

Kitchen and Bathroom cleaning supplies.

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CLEAN UP CHECKLIST

AT THE CONCLUSION OF YOUR EVENT:

1. Clean any spills in the kitchen area; including in the refrigerator, freezer, microwave and oven.
2. Make sure that bathrooms are clean of any spills and garbage removed.
3. All food and beverages must be removed from the building, and all garbage must be bagged and removed from the premises.
4. Sweep floors, mop soiled areas.
5. Clean and replace the tables and chairs in the storage room exactly as you found them.

BEFORE LOCKING THE BUILDING:

1. Turn the heat down to 60 degrees or the air conditioner to 72 degrees.
2. Make sure all the stove top burners and the oven are off.
3. Return all cleaning supplies to the maintenance room.
4. Turn off all lights.

MAKE SURE ALL DOORS ARE LOCKED, RETURN KEYS TO WESTPHALIA TOWNSHIP CLERK.

RETURN KEYS BY PLACING IN AN ENVELOPE WITH THE RENTERS NAME ON IT AND DROPPING IN THE TWP FIRE HALL BLACK MAILBOX OUTSIDE THE FIRE HALL.

Rev. 11/6/2017

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RENTAL HALL AGREEMENT

**EVENT INFORMATION**

Date of Use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event is being sponsored by: \_\_\_\_ Individual \_\_\_\_ Business/Organization

Contact Person’s (Renter) Name\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Contact person must be the responsible party for the event and must be present on the day of the event.

Organization (if applicable):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_ Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EVENT DETAILS**

Is your event open to the public? \_\_\_\_ Yes \_\_\_\_ No

If yes, what is estimated number of attendees? \_\_\_\_\_\_\_\_\_\_\_

Will food or beverages be served? \_\_\_\_ Yes \_\_\_\_ No

Will alcohol be served? \_\_\_\_ Yes \_\_\_\_ No

Where alcohol is being served the renter hereby gives assurance that he/she is fully responsible for seeing that a) no minor is served, and b) no excessive consumption of alcohol occurs.

Smoking is not allowed anywhere within the Township Hall.

**AGREEMENT OF INDEMNITY**

Renter agrees to indemnify Westphalia Township from and against any and all claims, debts, demands, or obligations that may be made against Westphalia Township in connection with the renter’s use of the Township Hall. If it becomes necessary for the Township to defend any action seeking to impose any such liability, Renter will pay to Westphalia Township all costs, judgments, and reasonable attorney fees incurred by the Township in effecting such defense.

Signature of Renter:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rev. 11/07/2017