

**ANTWERP TOWNSHIP ACTIVITY CENTER
RENTAL INFORMATION and AGREEMENT
Effective July 1, 2017**

Deposit and Rental Fees

- ✓ A security deposit is required to reserve the Center. The security deposit must be paid or a payment plan must be in place in order to book an event. Credit cards are not accepted and extra fees will be charged if a personal check is returned.

Sunday – ThursdayHourly Rentals \$250.00

Friday/SaturdayFor use on one or both days \$800.00

- ✓ Rental fees are in addition to the deposit. Credit cards are not accepted and extra fees will be charged if a personal check is returned.

Sunday – Thursday*Maximum of 3 hours \$250.00

More than 3 hours \$450.00

Friday – SaturdayFor use on one or both days \$700.00 / \$800.00**

If you agree to set up tables and chairs on your own, you are entitled to a \$100 discount. IF the floor is scraped due to dragging of tables and chairs, your security deposit will be affected.

*Hourly rentals on Sundays, Tuesdays, or Wednesdays must be out prior to 6:00 p.m. due to ongoing reservations on those evenings.

Saturday renters must be out by **1:00 A.M. on Sunday.

- ✓ You may rent the Center for a portion of the day prior to or the day immediately following your event, if available, for an additional \$100.00 each day. **Thursday rentals will begin after 5:00 pm and Sunday rentals will extend your time until noon.** We will not provide any additional janitorial service for the additional day(s).
- ✓ Set up will occur on Friday mornings. If you've paid for an early rental (Thursday evening) your event will not be set up until Friday morning. If you have not provided a set up by the Monday of the week of your event, you will receive a standard set up and it will be up to you to set up tables and chairs. If the floor is damaged because of dragging of tables, your security deposit will be affected.
- ✓ The deposit and rental fees are the same regardless if you rent one or all sections of the Center.
- ✓ Rental of the Center is on a first come, first serve basis.
- ✓ **You must be a township resident/taxpayer to rent the hall.**
- ✓ We will not rent the adjacent sections of the Center to different parties simultaneously.

I have read and understand the contents of the Deposit and Rental Fees section.

Renter's Initials

Date

Key Pick-Up/Rental Period

- ✓ You must make full payment of your rental fee, sign the rental agreement, and provide picture identification in order to receive the key to the Center.
- ✓

Antwerp Township
24821 Front Ave. Mattawan, MI 49071
(269) 668-2615

- ✓ You may pick up the key during Township business hours no sooner than one day prior to your event or the latest business day prior to your event for a weekend rental. **You must pick up the key on Thursday between 7:00 a.m. and 5:00 p.m. for your Friday, Saturday or Sunday rental, as our office is closed on Fridays. If you fail to pick up the key by Thursday at the close of our office, you will forfeit your rental and security deposit.** No one will be available to hand out a key, collect money and sign the agreement with you after Thursday at 5:00 pm. Please DO NOT ask the library for help in obtaining a key, as they have no responsibility in renting the Activity Center.
- ✓ Although the key must be picked up on Thursday for Activity Center weekend rentals, possession of the hall starts FRIDAY. If there is evidence that the hall has been used on Thursday, your security deposit will be retained in whole.
- ✓ You will receive one key to the entrance of the Center, so you must make arrangements for caterers, cake delivery, flowers, etc.
- ✓ You must vacate the Center by **1:00 a.m.** for full-day rentals and weekend rentals, or by the time specified on the rental agreement if for an “hourly” rental.
- ✓ The Village of Mattawan Police Department has permission to vacate the Center at **1:00 am for you**, if you and your guests fail to do so.

I have read and understand the contents of the Key Pick-Up/Rental Period section.

Renter’s Initials Date

Refund of Deposit

- ✓ We will refund your deposit after the next Township Board meeting following your event provided you fulfill the terms and conditions of the agreement. The Township Board meets the second Tuesday of every month.
- ✓ You must cancel your reservation at least one month prior to the event to receive a full deposit refund. If you cancel two or three weeks prior to your event, you will forfeit one-half of your deposit. If you cancel during the week of your rental date, or do not appear and fail to pay the balance of the rental fee, you will forfeit your entire deposit and any other monies paid.
- ✓ Cancellation due to military deployment will result in full refund of your deposit at any point in time.

I have read and understand the contents of the Refund of Deposit section.

Renter’s Initials Date

Additional Terms and Conditions:

- ✓ You must put **all garbage in the dumpster** located near the south end of the parking lot. Do not leave it by the back door. Please do not drag the garbage bags across the floor. Additional garbage bags are provided in the bottom of the containers.
- ✓ Please remove/dispose of all bottles, cans, etc inside of the hall and in the parking lot.
- ✓ Please pick up any litter from the parking lot and grounds.
- ✓ Please remove/dispose of all hanging decorations.
- ✓ Do not use duct tape or adhesive, or any other damaging product on the drywall surfaces of the Center walls.
- ✓ You may not use confetti to decorate the floor or tables in the Activity Center. If any is found, a portion of your security deposit will be retained, confetti clogs the cleaning machine.
- ✓ Do not damage the walls or ceilings in any way, please be mindful that shoes against the wall create black marks and a portion, if not all, of your security deposit will be retained if marks are left on the wall.

- ✓ You are responsible for removing any food, beverages, etc. from the refrigerators, freezer, ovens, and sinks.
- ✓ Please clean any large messes on the floor after your event is finished. A bucket and rag are provided for your use.
- ✓ You are responsible for leaving the Center and the grounds in appropriate condition. We do not tolerate excessive filth such as food on the walls or floor, vomit or other human waste, or bathroom destruction, etc.
- ✓ You must remove all of your personal belongings, rental equipment, etc. We will dispose of any items left behind. **You must vacate the premises at the required time, 1:00 am Sunday morning for Saturday rentals and the designated time for hourly rentals.**
- ✓ Please leave the key in the drop box located at the entrance of the Township office (northwest side of front building) at the end of your event. We will not refund your deposit if you fail to return the key.
- ✓ Do not staple, nail, or tack any signs to the trees, existing signs, or utility poles on the Township property.
- ✓ Turn off the stoves/ovens, exhaust fans, and lights before you leave. Also extinguish all smoking materials.
- ✓ We will deduct the cost of any repairs or additional cleaning from your deposit. We will bill you accordingly if costs exceed your deposit.
- ✓ You are responsible for closing and locking all doors securely as we are not responsible for any lost, damaged or stolen articles.
- ✓ You may serve alcohol at your event; however, **you may NOT use a cash bar method**, as there is no liquor license for the premises. You may not charge at the door in an effort to bypass a cash bar. A special events insurance policy is required to be on file with the Township IF you are serving liquor and/or beer at your event.
- ✓ Antwerp Township provides the set up of tables and chairs for your event if requested. A discount is available if you wish to set up on your own. Linens, utensils, place settings, decorations, food and beverages, etc. are the responsibility of the renter.
- ✓ You are responsible for your guests and their actions. The Township is not responsible for any act or omission of renters or guests.
- ✓ The excessive use of alcohol or any use of drugs on Antwerp Township property is prohibited.

I have read and understand the contents of the Terms and Conditions section.

Renter's Initials

Date

Non-Profit Organization Rental

Non-profit organizations may use the Center at a minimal charge of \$125. Organizations are limited to four (4) events throughout the year at the reduced price. The fifth event will be charged at full price. Non-profit organizations must meet the following criteria:

- ✓ The organization must have more than 25 active members.
- ✓ The organization must have an assumed-name certificate on file at the Van Buren County Clerk's office.
- ✓ Set up is the responsibility of the renter.

Funeral Receptions

- ✓ If no conflict occurs with other reservations, the Center is available for funeral receptions without charge if the deceased was an Antwerp Township resident at the time of death.
- ✓ Set up and cleanup will be the responsibility of the user. A deposit of \$125 is required. If there is no damage to the hall the deposit will be returned.

General Information

- ✓ The total square feet of the Center is 5,561 and will hold a maximum of 300 people.
- ✓ The center has 11 - six (6) ft. rectangular tables, 36 - five (5) ft. round tables available, 3 - four (4) ft. round tables, 50 folding chairs, and 330 stacking chairs; additional tables and chairs must be acquired elsewhere by individuals renting the center.
- ✓ A built in bar is available for your use at your event.
- ✓ A DJ/band stage is available for use at your event.
- ✓ The kitchen consists of a chest freezer, a 5 x 7 walk in cooler, two electric stoves with ovens, a double sink, and a large counter area.
- ✓ We do not supply any cooking utensils, coffee pots, silverware, tablecloths, napkins, place settings, etc.
- ✓ We do not have a catering service or any affiliation thereof; you must make arrangements if necessary.
- ✓ Set up of tables and chairs will be done for your event. A sketch needs to be provided a week prior to your event, otherwise a standard set up will be provided for you. Our janitorial service will arrive at the end of your event to perform standard cleaning.
- ✓ If you experience problems with the heating or cooling system, please call Mattawan Mechanical at (269) 668-5415. For plumbing emergencies, please call Jim Smith at (269) 657-6717. For medical emergencies, fire, etc., please call 911.

**ANTWERP TOWNSHIP ACTIVITY CENTER
RENTAL INFORMATION and AGREEMENT
Continued**

Revised 7/17

I have read the above information, accept it as printed, and agree to the terms and conditions for the Antwerp Township Activity Center. Furthermore, I understand that in signing this agreement I am held responsible for meeting and upholding all regulations in renting the Activity Center. I understand that my whole deposit plus costs can and will be charged for anything deemed unacceptable by Antwerp Township towards the rental agreement. All sections of this agreement have been explained to me.

Today's Date

Signature of Renter/Person Responsible for Deposit

Township Employee Signature

Address to send refund

City

State

Zip

Area Code & Phone Number

Event Date

DL# or ID #

The Activity Center is available for your use from _____, _____ a.m./p.m. until
Beginning Rental Date

_____, _____ a.m./p.m.
Ending Rental Date

Key Number

Date

Township Employee Signature