

ANTWERP TOWNSHIP ACTIVITY CENTER RENTAL CONTRACT

24821 Front Avenue
Mattawan MI 49071
Tel: (616) 668-2615
Fax: (616) 668-5233
Office Hours 7:30 AM to 4:00 PM
Monday through Friday

Thank you for renting the Antwerp Activity Center for your party. Your rental is from

_____ AM/PM on _____ until _____ AM/PM on _____

In order to make your party go more smoothly, please be sure to do the following:

1. Drop off your sketch for setting up the hall to the Township office at least 1-week in advance. If we do not receive this we will set up the "standard" setup for 180 people (30 round tables with 6 to a table). The Township also has long tables for cake table, gift table, food table and a head table. Capacity of the Activity Center is 324 people.
2. Stop at the Township Office no later than 4:00 PM on the Friday preceding your rental date or 4:00 PM the Friday before a Sunday rental to sign the rental contract, pay any remaining rental balance due and pick up the key to the Activity Center building.
3. Do not staple, nail or tack any signs to the trees, existing signs or utility poles on Township property.
4. To receive your **FULL DEPOSIT** back you must do all the following or a **DEDUCTION** will occur.

a. <u>All garbage</u> must be removed/put in the dumpster.	b. <u>Any food</u> must be removed from kitchen and Center.
c. All hanging decoration must be removed.	d. All bottles, cans, alcohol containers must be removed.
e. Clean up anything in the parking lot/grounds.	f. Turn off the cooking stoves, exhaust fans, and all lights.
g. Remove all personal items when you leave.	h. Lock all doors securely, front and back. (please check).
i. Be out of the building by 2:00 AM Sunday for weekend rental and by 2:00 AM Saturday for Friday rental.	
j. Put key in drop box near the front entrance of the Township Office (building up front).	

Our cleaning crew comes in at 2:30 AM after your party to clean and they will NOT be responsible for items left behind. Anything that is listed above (a. through j.) **THAT IS NOT DONE** will be considered additional cleaning charge and **WILL BE DEDUCTED** from your deposit. Any damage to the rental Center, Building, Parking Lot or Grounds done by you/or your guest will also be deducted from your \$300.00 deposit. Damages will be repaired and if the damage and repairs exceeds your deposit you will be billed for the additional amount of repair accordingly. If everything is in order, your security deposit will be returned approximately two (2) weeks after your party. If not received please call our offices.

In the event that you cancel your rental at least one month prior to the rental date your full deposit of \$300.00 will be refunded. If the cancellation is two or three weeks before your rental date a refund of \$150.00 will be refunded. If you cancel during the week of your rental date, or do not appear and fail to pay the balance of the rental fee, your entire deposit will be retained by the Township for any expenses they has incurred.

I HAVE READ THE ABOVE AND UNDERSTAND AND ACCEPT THIS AS IT IS PRINTED.
(Please provide your drivers license so we can make a copy)

Renter/Individual responsible for deposit

Address for "Deposit return".

Phone Number

Date

Key Number

Township Employee's signature