

Event Date:

ANTWERP TOWNSHIP ACTIVITY CENTER
NON-PROFIT/FUNERAL RENTAL INFORMATION and AGREEMENT

Effective August 16, 2021

Rentals of the Activity Center are on a first come, first serve basis

Deposit and Rental Fees

- ❖ The Activity Center will be available for use on Mondays, Tuesdays and Thursdays for non-profit groups. An individual group will be allowed no more than 12 bookings in one calendar year (January 1st-December 31st)

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.

Non-Profit Deposit & Rental Fees:

- Up to 2 Hours.....*Security Deposit*.....\$125.00
- Up to 2 Hours.....*Rental Fee*.....No Charge
- 2-4 Hours.....*Security Deposit*.....\$125.00
- 2-4 Hours.....*Rental Fee*.....\$25.00

- ❖ The security deposit is required to reserve the Activity Center. Credit cards are not accepted, and extra fees will be charged if a personal check is returned.
- ❖ If a non-profit group is unable to pay the fee, arrangements can be made with the Supervisor for a service project throughout the Township. Services projects could include but are not limited to volunteering with the Senior Services Program, cemetery clean-up, or transfer station clean-up.

Funeral Receptions:

- ❖ If no conflict occurs with other reservations, the Activity Center is available for funeral receptions without a rental fee charge if the deceased was an Antwerp Township resident at the time of death.
 - ❖ Set up and cleanup will be responsibility of the user.
- Funeral Reception.....*Security Deposit*.....\$125.00

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 garbage bags across the floor/parking lot. 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.
- Do not use duct tape or adhesive, or any other damaging product on the drywall surfaces of the Activity Center walls. Please remove/dispose of all hanging decorations.
- Do not staple, nail, or tack any signs to the trees, existing signs, or utility poles on the Township property.
- 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 machines.
- Do not damage the walls or ceilings in any way. Please be mindful that shoes against the wall create black marks and portion, if not all 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 broom and mop are provided for your use. You must whip down all tables & surfaces at the end of your event. **You must provide cleaning materials for this (rag, bucket, paper towel, soap). Bleach products should not be used on tables/counter tops.**
- You must remove all your personal belongings, rental equipment, etc. we will dispose of any items left behind.
- Turn off the stoves/ovens, exhaust fans, and lights before you leave.
- Extinguish all smoking materials.
- You are responsible for leaving the Activity 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 are responsible for closing and locking all doors securely as we are not responsible for any lost, damaged or stolen items.
- Alcohol:** 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/beer/wine at your event.
 - ✓ The excessive use of alcohol or any use of drugs on Antwerp Township property is prohibited.
- Security:** Antwerp Township at its discretion may require the Renter to have a licensed law enforcement officer/security personnel present during an event to provide security and to help the enforcement of provisions of this policy and rental agreement. The cost of such services will be the burden of the renter.

Please remember any damage done will be assessed on an actual time and material basis and will be billed accordingly. Antwerp Township is not responsible for items left behind.

I have read the above and understand that if I do not follow the checklist that my privilege to use the Activity Center will be revoked. It is further understood my deposit of \$125.00 will not be returned.

Sections of the Activity Center:

EAST: far left as you face the front of the building **CENTER** **WEST:** far right as you face the front of the building

If the hall rental is in your name, but someone else will be picking up the key on your behalf you must provide their information on the next page or you will not receive a key.

Please complete the following page if you agree to these terms:

Reservation Date: _____		Key #: _____	
Section:	East <input type="checkbox"/>	Center <input type="checkbox"/>	West <input type="checkbox"/>
Name: _____			
Address: _____			
City: _____			
State: _____		Zip: _____	
Phone Number: _____			

Secondary Name: _____
Address: _____
City: _____
State: _____ Zip: _____
Phone Number: _____

General Information

- ❖ The total square feet of the Activity Center is 5,561 and will hold a maximum of 300 people.
- ❖ The center has 11, 6 ft. rectangular tables (fits 6 comfortably) & 34, 5 ft. round tables (fits 6 comfortably) & 3, 4 ft. round tables, 50 folding chairs, and 330 stacking chairs. Additional tables and chairs must be acquired elsewhere by the renters. **When you put the chairs away, they must be stacked 12 chairs high.**
- ❖ A built-in bar, and DJ/band stage is available for use at your event.
- ❖ The kitchen consists of a chest freezer, a 5x7 walk in cooler, two electric stoves with ovens, a double sink and a large counter area.
- ❖ Linens, utensils, place settings, decorations, food and beverages, etc. are the responsibility of the renter.
- ❖ We do not have a catering services or any affiliation thereof; you must make arrangements if necessary.
- ❖ If you are paying the full \$800.00 rental fee, 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.
- ❖ **Anyone under the age of 18 must be supervised by an adult at all times!**
- ❖ If you experience problems with the heating or cooling system, please call Mattawan Mechanical (269) 668-5415
- ❖ For plumbing emergencies, please call Jim Smith at (269) 657-6717
- ❖ For medical emergencies, fire, etc., please call 911.

Miscellaneous

- ❖ The Township Meeting Room will not be used for any purpose other than Township Board Meetings, Planning Commission Meetings, Zoning Board of Appeals Meetings, and Elections.
- ❖ If, at any time, a conflict occurs with a Township related meeting, special program, event or election the Township reserves the right to cancel any rental agreement.