

ANTWERP TOWNSHIP ACTIVITY CENTER
RENTAL INFORMATION and AGREEMENT
Effective August 8, 2023

Event Date:

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

Deposit and Rental Fees- NO FOG MACHINES!

Deposit:

- ❖ **You must be a resident of Antwerp Township to reserve the hall.** No subletting or transfer of rental agreement for the use of the Activity Center is allowed. The rental is restricted to Residents/Taxpayers only, and any evidence of misrepresentation shall terminate the rental agreement.
- ❖ A 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.
- ❖ The cost of the hall rental is the same regardless of days it will be being used in one weekend. The Activity Center is not available for rent Monday-Thursday & Sunday.

- Friday & Saturday.....*Security Deposit*..... \$800.00

The security deposit fee of \$800.00 must be paid in full to reserve the hall.

Rental Fee:

- ❖ 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.

- Friday & Saturday.....*For Use on One or Both Days*.....\$800

If you would like us to set up tables and chairs it will be an extra \$100-you take them down.
If the floor is scraped due to dragging of tables and chairs, your security deposit will be affected.

Rental Times:

- ❖ **Friday & Saturday** rentals must be out prior to 1:00AM on Sunday.
 - You may rent the Activity Center for a portion of the day immediately following your event, if available, for an additional \$100.00. ***Sunday rentals will extend your time until noon but you need to vacate the night before by 1:00am and can come back at 7:00am until Noon to clean.***
- ❖ **Set Up:** Set up will occur on Thursday Evening or Friday before 10AM. You must provide a drawing of the set up you would like **2 weeks prior to your event**, or you will receive a standard set up if you have paid a setup fee. If there is damage to the floors, chairs, tables or any other area of the Activity Center your deposit will be affected. You will need to put away tables and chairs regardless if we set up or not.
- ❖ The deposit and rental fees are the same regardless if you rent one or all sections of the Activity Center, or if you are renting the hall for one or two days.
- ❖ We will not rent the adjacent sections of the Activity 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

Antwerp Township
24821 Front Ave. Mattawan, MI 49071
(269) 668-2615 ext 208

The Activity Center is the separate building in the back of the parking lot

Antwerp Township Office Hours

Monday-Thursday 7:00AM-
5:00PM

FridayCLOSED

Key Pick-Up/Drop Off:

- ❖ You must make full payment of your deposit & rental fee, sign the rental agreement, and provide picture identification to receive the key to the Activity Center.
- ❖ **Key Pick Up:** You may pick up the key during Township business hours, **Thursday before your hall rental.**
- **Friday, Saturday & Rentals:** You must pick up the key on Thursday between 7:00AM and 5:00PM. If you fail to pick up the key by Thursday before 5:00PM, you will forfeit your rental and security deposit. Our offices are closed on Fridays. **No one will be available to hand out a key, collect money and sign the agreement with you after Thursday at 5:00PM.** Please **DO NOT** ask the Sunshine Library for help in obtaining a key, as they have no responsibility in renting the Activity Center.
- **Key Drop Off:** 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. ***If you fail to return the key, there is a charge of \$50.00 to replace the key.***

Rental Period:

- ❖ Although the key must be picked up on Thursday for Activity Center weekend rentals, possession of the hall starts **Friday at 10:00am**. If there is evidence that the hall has been used sooner, your security deposit will be retained in whole.
- ❖ You will receive one key to the entrance of the Activity Center, so you must make arrangements for caterers, cake delivery, flowers, etc.
- ❖ **Friday & Saturday Rentals:** You must vacate the Activity Center by 1:00AM on Sunday.

The Village of Mattawan Police Department has permission to vacate the Activity Center at 1:00AM, 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 deduct the cost of any repairs or additional cleaning from your deposit. We will bill you accordingly if costs exceed your 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.***
- ❖ **Cancelations**
 - You must cancel your reservation at least **one month** prior the event to receive a **full** deposit refund.
 - If you cancel **2-3 weeks** prior to your event you will forfeit **one-half** of your deposit.
 - If you cancel **during the week of your rental or do not appear and fail to pay the balance** of your rental fee, you will forfeit your **entire** deposit and any other monies paid.
 - Cancelation 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 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, 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 wipe down all tables & surfaces at the end of your event. **You must provide cleaning materials for this (rag, bucket, paper towel, soap, etc.). 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.
- No smoking in the building and no Fog Machines.**
- 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 and you must have this before you get a key.

- 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.

You are responsible for your guests and their actions. The Township is not responsible for any actions or omission of renters or guests. (Please initial and date on the next page)

- ✓ **I have read and understand the contents of the Additional Terms and Conditions Section**

Renter's Initials

Date

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) & 32, 5 ft. round tables (fits 6 comfortably) & 3, 4 ft. round tables, 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 **2 chest freezers**, 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 service or any affiliation thereof; you must make arrangements if necessary.
- ❖ If you are paying the full \$900.00 rental and set up of tables and chairs fee for your event. A sketch needs to be provided 2 weeks prior to your event, otherwise a standard set up will be provided for you. **You are responsible for taking down tables and chairs and putting them away properly.**
- ❖ **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

- ❖ 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.
- DO NOT USE A FOG MACHINE!! IT WILL SET OFF THE SMOKE ALARMS!**
- A Charge will occur if a Township Employee or Police has to be called down to activity center for any reason. \$100 Charge for each occurrence.**
- If the Fire Department has to be called down to activity center for any reason, it will result in full loss of your \$800 deposit.**

Rental Agreement

❖ 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 toward 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

Drivers License # or ID#

The Activity Center is available for your use from _____, _____AM/PM

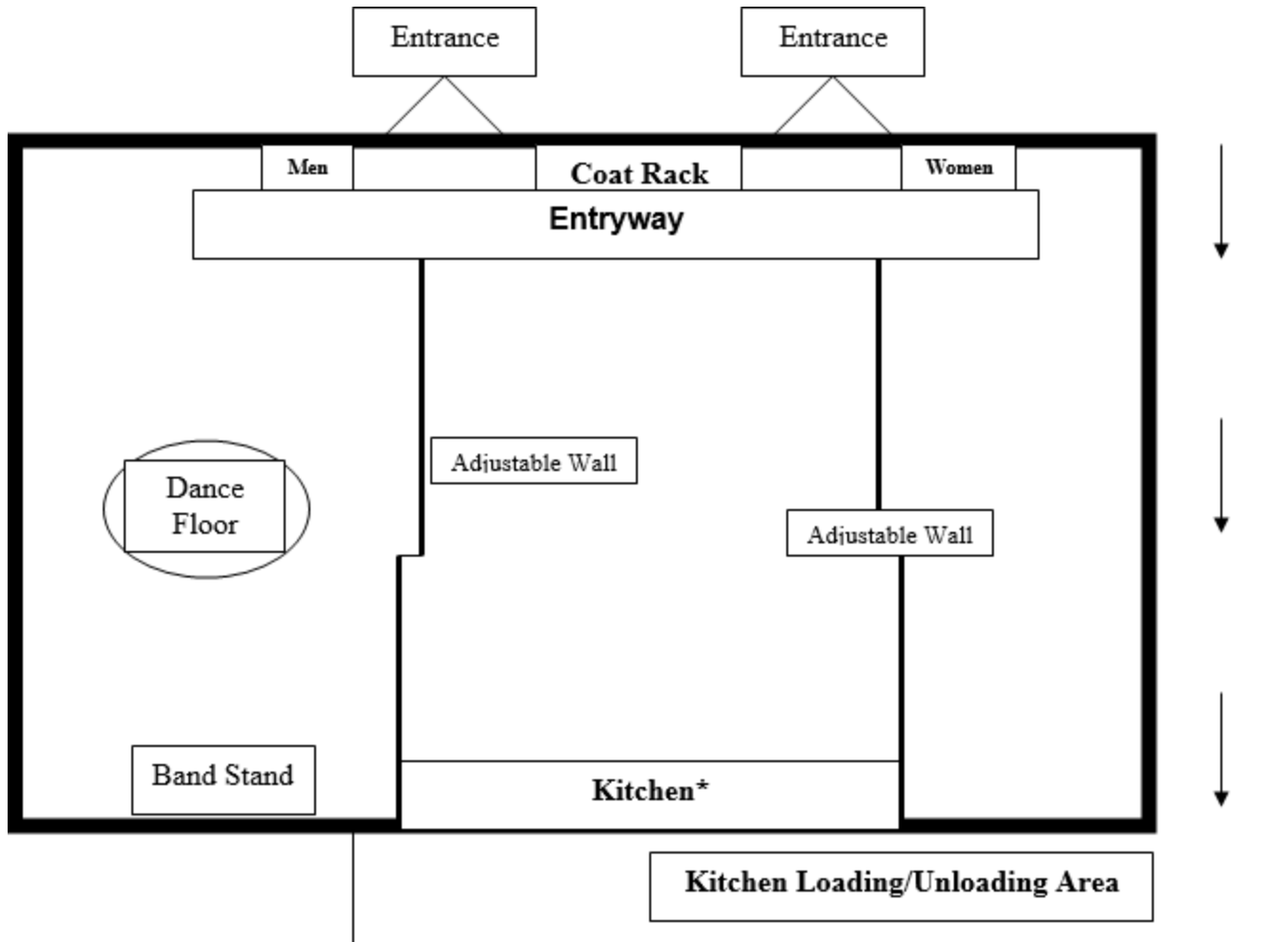
until _____, _____AM/PM

Key Number

Today's Date

Township Employee Signature

Activity Center Lay Out



- Dance Floor is 59x30
- Center Section is 47x43
- End Section 59x30
- Total Square Feet: 5561

Please provide a diagram on this page and return it to the Township Office the 2 weeks prior to your event.

*If you plan on paying the full \$900.00 Rental Fee and set up fee. You take them down.

Event Date: _____

Number of Chairs Needed: _____

Name of Renter: _____

Other Instructions: _____

Number of Round Tables Needed: _____

Number of Rectangular Tables Needed: _____
