



Facility Rental Agreement Form

Applicant name: _____ Phone number: _____
Applicant email: _____
Applicant address: _____
Rental space requested: East Pavilion Auditorium Bandshell
Date & Time Block Requested: _____
Reason for rental: _____

The fees below are for a 4-hour block of time. Additional time for the auditorium is \$25 per hour and the east pavilion and bandshell is \$10 per hour. Facility rental blocks are between 8am-9pm. For outdoor facilities, rental ends at 9pm or dusk, whichever is earlier.

Auditorium fee: Allendale resident price: \$80; Non-resident price: \$160.

Deposit: A security deposit of \$50 for rental of the auditorium is required in addition to the fee. We prefer two separate checks for the fee and deposit. The deposit check will be shredded unless the renter requests it to be returned to the address below by providing the Township with a prepaid envelope. The deposit check will only be cashed if there are damages to the facility, and the renter will be notified prior to the cashing of the check.

East Pavilion and Bandshell fee: Allendale resident price: \$30; Non-resident price: \$50.

A block of time for the Township Auditorium, East Pavilion, and Bandshell will be reserved only after the cost of the rental is paid in full and the person or group renting the block signs this agreement provided by the Township. If the agreement form is submitted online or via email, the rental cannot be secured until payment is received. No time block shall be held without complete payment. Cancellation of the rental will be accepted up to 48 hours before the scheduled rental time.

After reading and agreeing to the attached rules and the Allendale Charter Township Park Rules and Regulations, please sign and return this page with payment to: Allendale Charter Township, P.O. Box 539, Allendale, MI 49401.

By signing below the applicant agrees that to the fullest extent permitted by law, we agree to defend, pay in behalf of, and hold harmless Allendale Charter Township, its elected and appointed officials, employees and volunteers and all others working on behalf of Allendale Charter Township, against any and all claims, demands, suits, loss, including all costs connected therewith, for any damage which may be asserted, claimed or recovered against or from Allendale Charter Township by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out of the alleged negligence of Allendale Charter Township, and/or in any way connected or associated with this contract.

Applicant signature: _____ Date: _____

OFFICE USE ONLY

Payment amount: _____ Form of payment: _____ Deposit check number: _____
Staff signature: _____ Date: _____

6676 Lake Michigan Dr., P.O. Box 539, Allendale, MI 49401

Auditorium Rules and Regulations

By signing the agreement, the renter agrees to the following rules and the Ordinance No. 1997-6, Amended with Ordinances 1997-6, 2000-13, 2008-16, 2012-5 and 2014-8, and agrees to share this information with those attending the group event.

- (1) Township activities, such as, but not limited to: Board meetings, elections, etc. take precedence over any regular rental group.
- (2) The renter accepts the premises in its present condition and must return it in like or better condition. The premises must be clean and all refuse shall be placed in garbage bags provided and disposed of in the dumpster located near the maintenance garage. The renter is responsible for set-up and takedown of chairs, tables, etc., and clean-up of the kitchen if used. All Township property must be returned to the designated storage spaces. Only the auditorium, the coat rack, and the restrooms in the lobby may be used. No red beverage will be served on the premises, and the renter is responsible for providing all coffee supplies and making of coffee.
- (3) No personal property will be allowed on the premises other than during the rental period. The renter will not allow any member of its group to enter the podium/board area at the south end of the auditorium room. The renter will not use any of the sound/video equipment or allow any member of its group to tamper with the sound/video equipment control panel. The renter will not use displays, decorations or additional furniture that will be destructive to the premises. All lights must be turned off when leaving, and the renter must vacate the premises at the schedule time.
- (4) No gambling will take place on the premises. Smoking or tobacco use is not permitted inside Township facilities or within 25 feet of doors of the property. No alcohol may be consumed in or on to the premises with the exception of Section 10 of Ordinance No. 1997-6. The renter may not assign, transfer, sublet or charge a fee to others for the use of the rental property. The Township will be reimbursed for any damages to the premises, building and/or equipment.