

**Auditorium and Conference Room rental Form—2007**  
*Allendale Charter Township*  
 6676 Lake Michigan Drive, P O Box 539  
 Allendale MI 49401

Contact person \_\_\_\_\_  
 Organization name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone number \_\_\_\_\_

Conference Room	\$30 _____
<ul style="list-style-type: none"> <li>• Capacity 10 around table</li> <li>• Available Monday-Friday, 8 am-5 pm</li> </ul>	

Auditorium									
<ul style="list-style-type: none"> <li>• Capacity 118 seating only/60 around tables</li> <li>• Available Monday-Sunday and holidays</li> <li>• Prices           <table style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 70%;">General public for 4 hour time period</td> <td style="width: 30%; text-align: right;">\$75 _____</td> </tr> <tr> <td style="padding-left: 20px;">For each additional hour</td> <td style="text-align: right;">\$20 _____</td> </tr> <tr> <td>Government related group for 4 hour time period</td> <td style="text-align: right;">\$40 _____</td> </tr> <tr> <td style="padding-left: 20px;">For each additional hour</td> <td style="text-align: right;">\$15 _____</td> </tr> </table> </li> <li>• To be used for: _____</li> <li>• Dated needed: _____</li> </ul>		General public for 4 hour time period	\$75 _____	For each additional hour	\$20 _____	Government related group for 4 hour time period	\$40 _____	For each additional hour	\$15 _____
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For each additional hour	\$20 _____								
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A copy of the rules and regulations is attached. Please sign below to show that you have read and agree to follow all rules as stated.

Signed: \_\_\_\_\_

- Cancellation will be accepted up to 48 hours before rental
- Make check payable to Allendale Charter Township
- Read the attached rules and regulations, sign this application form, and return it with payment to:
  - Allendale Charter Township
  - P O Box 539
  - Allendale MI 49401
- Reservations are tentatively scheduled until this form has been completed and returned, with payment, at which time your reservation will be confirmed. If you should have any questions, please feel free to call 895-6295, extension 0, for clarification.
- **Please use the following contact numbers** if you should need assistance on the day of your rental, if is not the regular Township office hours of Monday-Friday, 8 am-5pm.  
550-5345 or 895-6371

**ALLENDALE CHARTER TOWNSHIP  
AUDITORIUM AND CONFERENCE ROOM RENTAL-RULES AND REGULATIONS**

1. No alcoholic beverages will be brought to or consumed on the premises.
2. No red punch will be served on the premises.
3. No gambling will take place on the premises.
4. No posters or signs will be attached to the premises.
5. No smoking is allowed on the premises.
6. No personal property will be allowed on the premises other than during the rental period.
7. The renter will not allow any member of its group to enter the podium/board area at the south end of the auditorium room.
8. The renter will not use any of the sound equipment or allow any member of its group to tamper with the sound equipment control panel.
9. The renter will only use the room(s) rented and the restrooms.
10. The renter will not use displays, decorations or additional furniture that will be destructive to the premises.
11. The renter is responsible for set-up and takedown of chairs, tables, etc., clean up of kitchen if used.
12. The renter is responsible for all coffee supplies and making of coffee.
13. The renter must clean the premises and place all refuse in garbage bags provided and dispose of garbage in the dumpster located near the maintenance garage.
14. The renter accepts the premises in its present condition and must return it in like condition.
15. The renter must return all Township property to the designated storage spaces.
16. The renter must turn off lights when leaving.
17. The renter must vacate the premises at the scheduled time.
18. The renter may not assign, transfer, sublet or charge a fee to others for the use of the rental property.
19. The renter holds the Township harmless of any and all fines, forfeitures and penalties arising out of violation of the law.
20. The Township and/or its agents are indemnified against all liability to persons or property on the premises.
21. Township activities take precedence over any regular rental group.
22. The Township will be reimbursed for any damages to the premises, building and/or equipment.

This is your copy to keep. Please sign the Rental Form and return, with payment, to:

*Allendale Charter Township  
PO Box 539  
Allendale, MI 49401*

*If you have any questions regarding the rental agreement or the rules, please call 616-895-6295 extension 0.*