

SHIAWASSEE TOWNSHIP

Mailing Address: P.O.Box 86, Bancroft, MI 48414

Physical Address: 3719 Grand River Road, Bancroft MI 48414

Phone 989-634-9700, Fax 989-634-8301, TDD/TTY 711

Email – shiaclerk@yahoo.com

HALL RENTAL CONTACT PERSON

LouAnn Hall 810-853-0677

Rental of Community Room Rules and Regulations

- Rental Time 9:00 am to 12:00 am
- Hall Rental Fees are as follows:
 - Sunday – Thursday**
 - Security Deposit - \$150.00
 - Resident Rental Fee - \$75.00
 - Non Resident Rental fee - \$150.00
 - Early Setup fee - \$50.00
 - Friday & Saturday**
 - Security Deposit - \$150.00
 - Resident Rental Fee - \$150.00
 - Non Resident Rental Fee - \$200.00
 - Early Setup fee: \$50.00
- Keys can be picked up at the Clerk's office between 10:00 am - 3:00 pm on Thursdays or upon request. You may return keys in the Township drop box.
- Early Setup will be allowed based on other events, and only on the day before between the hours of 5:00 pm and 8:00 pm only.
- Capacity of township hall – maximum 108 people with table and chairs; 232 with chairs only.
- **NO SMOKING** in or near the building.
- No parking in the Fire Department's parking area.
- No beverages containing any amount of ALCOHOL are permitted on township property.
- Kitchen area is the **ONLY** place to plug in roasters, crock pots, fryers, and etc.
Failure to comply could result in a tripped breaker and WILL NOT BE RESET.
- MUSIC equipment can **ONLY** be plugged into the designated outlets in the Southwest Corner of the Community Room. Failure to comply could result in a tripped breaker and it WILL NOT BE RESET.
- No pets permitted
- NO decorative FLAMES OR CANDLES. Chafing pan heat is allowed.
- Decorations are to be confined to tables – NO decorations on walls, windows, doors, ceilings.
- ***Do NOT drag tables or chairs across the floors.***
- Activity outside is to be supervised.
- If something gets broken or damaged, it is to be reported to the clerk's office by calling 810-853-0677.

- Remove all decorations and tape from all the tables and chairs.
- All tables and chairs MUST be returned to their original positions.
- Check Restrooms (empty waste basket, make sure water is off and toilets are FLUSHED).
- Remove all food from the refrigerator and clean the microwave, if used.
- Remove all trash and place it in the outside dumpster at the end of the building past the last fire bay door.
- Clean the hall when finished (**sweep, mop floor**).
- Remove all items of personal property brought into Shiawassee Township premises.
- You must be 18 years of age to rent the hall from the Township, you must provide proper identification (I.E. valid driver's license or state of Michigan ID card).
- Reimburse Shiawassee Township for any damages to the building, equipment, grounds, facilities or premises caused by Lessee and/or guests, agents, servants,
- Property is available for use during the hours of 8:00 am to 12:00 am. Any extension of that must be agreed upon in writing by all parties to this agreement.