



Village of Stockbridge

305 W. Elizabeth St, Room 107

P.O. Box 155

Stockbridge, MI 49285

Office (517) 851-7435

Community Hall Rental Agreement

The rental fee for the Village of Stockbridge Community Hall is based upon a fee schedule attached to this form. Fees are paid to the Village of Stockbridge and *are due 7 days* before the scheduled date of use. The security deposit is required to reserve the rental hall. The Village reserves the right to retain the deposit if the Rental Hall is not left in a satisfactorily clean condition, this is at the Village's sole discretion. An additional refundable deposit is required if alcohol is served on the premises. Proof of insurance is required for all events serving alcohol in the form of homeowners' insurance or a one-day event policy.

Approved uses include public and private meetings, private parties, weddings, receptions, open houses, dance events. Proposed use may be subject to approval of the Village Council.

NAME/ORGANIZATION: _____

RESPONSIBLE PARTY IF AN ORGANIZATION: _____

ADDRESS (CITY, ST, ZIP): _____

PHONE: _____ EMAIL: _____

HOURS OF OPERATION

Community Hall rental is limited to the hours of:

- Sunday through Thursday, 5:00 pm to 10:00 pm.
- Friday and Saturday, 8:00 am to Midnight.
- At all times Village noise ordinance must be observed.

DATE OF USE: _____ TIME: _____ TO _____

Will alcohol be served on the premises? _____ YES _____ NO

If yes, has the alcohol agreement been signed? _____ YES _____ NO

If yes, has proof of insurance been provided? _____ YES _____ NO

PURPOSE OF RENTAL USE:

NUMBER IN ATTENDANCE (Maximum Occupancy is 100): _____



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THE RENTER AGREES:

1. Alcoholic beverages are prohibited without proof of insurance on file with the Village of Stockbridge and a signed Alcohol agreement.
2. Smoking is prohibited inside the building. However, smoking is permitted on the patio area. Cigarette-butts not placed in the butt receptacle will result in forfeiture of a portion of the deposit.
3. Not to erect banners, decorations, posters, etc. without prior permission. No nails or thumbtacks are allowed to be inserted into any part of the building (inside or outside).
4. To remove all refuse generated during use of the Hall from the premises at the end of rental term.
5. To indemnify and hold harmless the Village of Stockbridge, its members, officers, representatives, employees and/or agents against all claims and liability made against the Village or those other individuals in any way connected or related to use or misuse of the rental hall under this Agreement.
6. To reimburse the Village of Stockbridge for any damage to the premises, building and/or equipment.
7. To accept the premises in its present condition and return it in like or better condition at end of the rental period.
8. To vacate the premises at the scheduled time.
9. To notify the Village office at least 48 hours in advance of any cancellation. Failure to notify may result in forfeiture of payment depending on the potential loss of revenue to the Village.
10. To plan for checking in and out with the Village Office during normal business hours or by special arrangement.
11. Not to remove tables, chairs, or any other furniture or fixtures from the premises.
12. Not to disturb residential or commercial neighbors with excessive noise.
13. Applicants must be at least 21 years of age. A responsible adult must always be present at the function.
14. To maintain numbers within hall capacity. Hall maximum capacity is 100.



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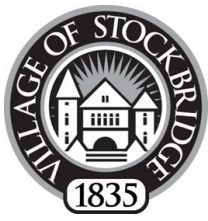
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15. The Village reserves the right to have a representative present at any time during the rental event and if these rules are being violated, in the Village's sole discretion, to terminate the rental event early.
16. There shall be no sales of alcohol on the premises. However, with an approved alcohol supplemental agreement and the necessary insurance in place the guest may be provided free alcohol during the rental event.
17. Renter acknowledges that Renter has been advised that the Hall is under video surveillance both inside and outside the building, including the patio during the rental event.
18. That this Application and any Schedules executed herein are subject to Freedom of Information Act requests from the public, but not his or her driver's license.
19. The responsible party shall provide a copy of his or her driver's license with this Application.
20. The Village reserves the right to refuse use to anyone who previously abused the premises.

Signature of Responsible Party: _____ Date: _____



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FOR OFFICE USE ONLY

Rental Function: _____ Rental Amount: _____

Deposit received: _____ Cash/Check _____

Rental Fee received: _____ Cash/Check: _____

Check-In/Out Arranged: _____ Key Issued: _____

Proof of Insurance Received: _____ Key Returned: _____

Driver's License received: _____ *Attach copy of license to signed agreement.

Community Hall Rental Rates

Village residents (Responsible Party's Address based on driver's license):

\$75 refundable deposit

\$50 hourly for the first 6 hours.

\$500 for all day (8am-12p.m).

An additional \$100 refundable deposit if alcohol will be served on the premises.

Non-Village residents:

\$150 refundable deposit

\$75 hourly for the first 6 hours.

\$650 for all day (6am-12pm).

An additional \$150 refundable deposit if alcohol will be served on the premises.



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KEY CHECK OUT AND IN POLICY

Name: _____ Date: _____

Key(s) issued to: _____

Reason/event/group affiliation: _____

Contact phone number: _____, _____

(Individual)

(Group)

I agree that I will not have any of the Village of Stockbridge keys duplicated, nor will I lend the keys to anyone. I understand that I am ultimately responsible for said keys, and if lost, may incur the cost of replacement or re-keying of the Stockbridge Village Hall. Keys must be returned to the Village Office during normal office hours the first business day following the rental event.

Signature: _____ Date: _____

(For office use only)

Key returned on: _____

Received by: _____



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ALCOHOL RIDER

The renter is prohibited, even with a liquor license, from serving alcoholic beverages at a Village of Stockbridge Hall rental event, where renter 1) accepts money for alcohol, or 2) sells tickets to an event where alcohol is present. The Renter may provide guests with free alcohol at a rental event in the Village of Stockbridge Hall, so long as it does not violate the above prohibitions.

Due the increased risk of liability at events at which alcohol is being served for free, the Renter agrees:

1. That Renter shall sign this Alcohol Rider.
2. That Renter shall provide proof of insurance, in the form of a Special Event policy or proof of homeowners insurance.
3. Renter shall not serve a visibly intoxicated guest with alcohol or serve anyone under 21 years of age with alcohol. Renters shall require a driver's license from all persons to confirm their age to receive service of free alcohol.
4. That Renter specifically agrees to hold the Village of Stockbridge, its agents, officers, employees, and representative's, harmless from any and all claims arising out of the rental of the Village of Stockbridge Hall and/or serving of alcoholic beverages; and
5. The Renter further agrees to hold harmless and indemnify the Village of Stockbridge, its agents, officers, employees, and representatives from any and all claims and/or causes of actions that might arise out of the consumption of alcohol or the use of the premises, regardless of whether or not said claim has any basis in law or equity.

Signature: _____ Date: _____