

**SHERIDAN TOWNSHIP
HALL RENTAL AGREEMENT**

Please complete:

Name: _____

Address: _____

City/State/ZIP: _____

Phone: (_____) _____

Event Date: _____

Rental Amount: Resident, \$25 Non-Resident, \$75

Deposit Amount: \$50 (Deposit is refundable, provided there is no damage)

TERMS & CONDITIONS

1. Alcohol and smoking are strictly prohibited in the hall.
2. Tables and chairs are not to be taken outside and must be returned to the table/chair carts, unless otherwise directed.
3. It is your responsibility to clean up immediately after use. This includes sweeping the floor and vacuuming the carpet, wiping down tables, countertops, kitchen sink, and bathroom sinks.
4. All trash must be removed. It can be bagged and deposited in the park dumpster.
5. Event, including clean-up, must be completed by 11:00 p.m.
6. Lock all doors and pull them shut upon leaving the building.

I agree to the above terms and conditions.

Signed: _____ Date: _____

PLEASE SIGN AND RETURN THIS ENTIRE AGREEMENT TO: Sheridan Township
3588 N. Morse Rd.
Fountain, MI 49410

OR SCAN AND EMAIL TO: sheridan5312@yahoo.com. KEEP ONE COPY.

For Office Use:

Rent Paid: \$ _____ Check # _____ Cash Money Order Date: _____

Deposit Paid: \$ _____ Check # _____ Cash Money Order Date: _____

Deposit Refunded: \$ _____ Date: _____ Method: _____

Notes: _____
