

NAME OF RENTER \_\_\_\_\_

DATE OF RENTAL \_\_\_\_\_

**CASNOVIA VILLAGE HALL RENTAL AGREEMENT  
141 NORTH MAIN STREET CASNOVIA, MICHIGAN 49318**

There is a **No Alcohol Rule** when you rent the Hall.

**IF THERE IS EVIDENCE OF ALCOHOL ON THE PREMISES,  
YOUR ENTIRE DEPOSIT WILL BE FOREFITED.**

**Please check your rental choice:**

- \_\_\_\_\_ **DAYTIME RESIDENT** (12:00 PM – 6:00 PM): RENTAL \$100.00 DEPOSIT \$250.00
- \_\_\_\_\_ **FULL DAY RESIDENT** (12:00 PM – 12:00 AM): RENTAL \$200.00 DEPOSIT \$350.00
- \_\_\_\_\_ **DAYTIME NON-RESIDENT** (12:00 PM – 6:00 PM): RENTAL \$125.00 DEPOSIT \$250.00
- \_\_\_\_\_ **FULL DAY NON-RESIDENT** (12:00 PM – 12:00 AM): RENTAL \$225.00 DEPOSIT \$350.00
- \_\_\_\_\_ **EARLY SET UP** (2 Hours; Day Before if Available) \$50.00

The Casnovia Village Hall is furnished and maintained with the public funds of its taxpayers. Please do not misuse the privilege of renting this building. The following rules have been formulated for renters:

**I agree to all of the following conditions:**

- \_\_\_\_\_ 1. \$250.00/\$350.00 refundable deposit required to hold the hall for your date. Money will be refunded **only** upon approved inspection after the rental.
- \_\_\_\_\_ 2. Cost of rental is \$125.00 for the hours of 12:00 to 6:00 PM Evening rate is \$225.00. Rental fee is **NON-REFUNDABLE**.
- \_\_\_\_\_ 3. No personal checks accepted, only money orders, cash or cashier checks.
- \_\_\_\_\_ 4. Keys for the hall and will be issued the day of your scheduled rental.
- \_\_\_\_\_ 5. No tape on ceiling or walls. Table decorations only.
- \_\_\_\_\_ 6. The building must be vacated by 12:00 A.M.
- \_\_\_\_\_ 7. **NO** alcohol consumed **IN** and **ON** Hall premises.
- \_\_\_\_\_ 8. **RETURN KEY TO BOX ON FRONT DOOR.**  
*Please Note: Deposit will be held until key is returned.*
- \_\_\_\_\_ 9. Please lock all doors when leaving.
- \_\_\_\_\_ 10. The deposit will be issued within a time frame of no sooner than six days following the rental. The Village has up to 14 days to return the deposit.

**CHECK LIST – YOUR DEPOSIT MAY AND WILL BE KEPT IF ANY OF THE CONDITIONS ARE NOT FOLLOWED:**

- \_\_\_\_\_ 1. Do not park in DPW Drive on South side of Hall.
- \_\_\_\_\_ 2. Clean floor, mop spills.
- \_\_\_\_\_ 3. Close all windows.
- \_\_\_\_\_ 4. **NO** smoking inside the building. Outside, cigarette butts **MUST** be disposed of properly in the designated can/pail.
- \_\_\_\_\_ 5. Wash coffee pot, if used.
- \_\_\_\_\_ 6. Turn heat down to 55 degrees when leaving.
- \_\_\_\_\_ 7. All trash must be placed in dumpster outside in a **SECURELY** tied and contained garbage bag. **NO LOOSE** garbage to be added to the dumpster. Two garbage bags are provided. If more are needed, you are to provide them.
- \_\_\_\_\_ 8. No litter, cans or bottles to be left on the grounds.
- \_\_\_\_\_ 9. Clean chairs and tables and store in back room.
- \_\_\_\_\_ 10. All lights off. Check bathrooms, lights and fans.
- \_\_\_\_\_ 11. Bathrooms must be left clean and neat.

- \_\_\_\_\_ 12. Clean all kitchen appliances.
- \_\_\_\_\_ 13. No gum on floor or carpet. Please remove if there.
- \_\_\_\_\_ 14. **NO** Alcohol consumption IN and ON Hall premises.
- \_\_\_\_\_ 15. Do NOT use chains on outside of doors to hold doors open.
- \_\_\_\_\_ 16. No damage in or outside of Hall property.
- \_\_\_\_\_ 17. NO music after 11:00 pm, MUST be out by 12:00 am.
- \_\_\_\_\_ 18. STAY OFF NEIGHBORING PROPERTIES.
- \_\_\_\_\_ 19. **STAY OFF VET MONUMENT, OUT OF SHRUBS AND TREES**

Name of Renter: \_\_\_\_\_ Date of Rental: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone No: \_\_\_\_\_ Purpose of Rental: \_\_\_\_\_

DL #: \_\_\_\_\_ Employer: \_\_\_\_\_

Hall Rent: \$ \_\_\_\_\_ Hall Deposit: \$ \_\_\_\_\_ Early Setup \$ \_\_\_\_\_ Total Due: \$ \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Balance Due: \$ \_\_\_\_\_

Received by: \_\_\_\_\_, Office Staff

- \_\_\_\_\_ Renter hereby assumes full responsibility for any liability arising out of or associated with the rental, use or occupation of the rented premises. Renter MUST provide copy of homeowners' liability insurance with proof of a one-million-dollar coverage.
- \_\_\_\_\_ Renter hereby covenants and agrees that Renter will use and occupy said premises for lawful purposes only.
- \_\_\_\_\_ Renter hereby covenants and agrees that renter will not conduct or suffer to be conducted any unlawful activities upon said premises, including, but not limited hereto, the sale or furnishing of alcoholic beverages and intoxicating liquors to minors or intoxicated persons.
- \_\_\_\_\_ Renter hereby covenants and agrees to identify the Village of Casnovia, a Municipal Corporation, and its successors in interest against, and to save harmless said loss of or damage to property or for injury to or death of any person from any cause whatsoever arising from or associated with renters use occupation, or rental of the rented premises.
- \_\_\_\_\_ Renter hereby covenants and agrees to assume full responsibility and to promptly pay the cost of repair for any and all damages, use, and occupation of said premises.
- \_\_\_\_\_ No tables, chairs or any equipment in the Village Hall are to be removed without previous arrangements with Hall Supervisor. Any damage to the Village Hall property or equipment, the Renter shall be held responsible to the extent of replacement costs.

NOTE: If music continues after 11:00 pm, Village residents will have the right to notify the police.

Dated \_\_\_\_\_

Signature of Renter \_\_\_\_\_  
 (Renter must be at least 21 years of age)

OFFICE HOURS: TUESDAY, WEDNESDAY & THURSDAY, 9:00 am – 12:00 pm  
 Village Office PHONE (616) 675-4780

**CALLS WITH A PROBLEM SHOULD BE DIRECTED TO  
 Kelsey Kahrs at (616) 901-9536, Kathy Kahrs at (616) 648-1887,  
 or Connie Morris at (616) 284-7359**