



Village of Casnovia Hall Rental Agreement

141 N. Main Street

Casnovia, Michigan 49318

616-675-4780

There is a NO ALCOHOL Rule when you rent the Village Hall.

If there is evidence of alcohol anywhere on the premises, your entire DEPOSIT WILL BE FORFEITED.

If the police are dispatched to your event, your entire DEPOSIT WILL BE FORFEITED.

Name of Renter: _____ Date of Rental: _____

Street: _____

City: _____ Zip: _____ Email: _____

Cell Phone #: _____ Copy of Driver's License _____

Please check your rental choice:

_____ Daytime Resident (12:00 pm – 6:00 pm): RENTAL \$100.00 (non-refundable)/DEPOSIT \$250.00

_____ Full Day Resident (12:00 pm – 12:00 am): RENTAL \$200.00 (non-refundable)/DEPOSIT \$350.00

_____ Daytime Non-Resident (12:00 pm – 6:00 pm): RENTAL \$125.00 (non-refundable)/DEPOSIT \$250.00

_____ Full Day Non-Resident (12:00 pm – 12:00 am): RENTAL \$225.00 (non-refundable)/DEPOSIT \$350.00

_____ Early Setup (10:00 am day of rental) \$50.00 (non-refundable)

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

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

Received by: _____, Office Staff

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

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 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 Renter's 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 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 the Hall Supervisor. Renter assumes all responsibility for any damage to the Village Hall property or equipment to the extent of the replacement costs.

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 THE FOLLOWING CONDITIONS:

1. No personal checks accepted, only money orders, cash, or cashier's check.
2. Door code for the hall will be texted to the cell phone number provided by noon on the day of your scheduled event unless the early setup fee is paid.
3. No parking in front of the overhead doors on the south side of the Hall.
4. Do not use chains on the outside of doors to hold doors open.
5. Do not damage the property or outside of Hall property.
6. No tape or hot glue on ceiling or walls. Table decorations only.
7. Music must stop by 11:00 pm.
8. The building must be vacated by 6 pm or 12:00 am depending on rental choice.
9. No smoking inside the building. Cigarette butts MUST be disposed of properly.
10. No alcohol consumed IN or ON Hall premises.
11. RETURN KEY TO BOX ON FRONT DOOR. Deposit will be held until key is returned.
12. Be respectful of neighboring properties; do not trespass.
13. Be respectful of the Veteran's Memorial; no climbing on or playing around the monument or flags.

CHECK LIST – YOUR DEPOSIT WILL BE WITHHELD EITHER PARTIALLY OR FULLY IF:

1. Floors clean and free of spills.
2. Windows closed.
3. Coffee pot washed (if used).
4. Heat turned down to 55°F or air conditioning turned off when leaving.
5. Trash placed in dumpster outside and SECURELY tied and contained in garbage bags. NO LOOSE garbage to be placed in dumpster. Two garbage bags are provided. If more are needed, you are to provide them.
6. No litter, cans, bottles, or cigarette butts left on Hall premises.
7. The chairs and tables cleaned and stored neatly in the back room.
8. All the lights turned off. Check bathroom lights and fans.
9. Bathrooms cleaned.
10. Kitchen surfaces and all appliances cleaned.
11. Gum removed from floors and carpet (if present).
12. Doors locked when leaving.

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

Signature of Renter (Must be 21) _____

Date _____

IF YOU ARE EXPERIENCING RENTAL PROBLEMS, PLEASE CONTACT:
 Kelsey Kahrs at (616) 901-9536, Kathy Kahrs at (616) 648-1887,
 or Connie Morris at (616) 284-7359

FLOOR CLEANING GUIDELINES

Immediately wipe up spills with paper towels.

1. Sweep floors with broom and/or yellow dust mop.
2. Damp mop the floor with the blue mop head and water only.
 - a. Water is dispensed from the holder on the mop handle.
3. After you have mopped the floor rinse and hang the blue pad to dry at either kitchen sink or utility room.
 - a. Blue mop head is Velcro and peels off to rinse and wring out at sink.