



CHARTER TOWNSHIP OF ELMWOOD

10090 E. Lincoln Rd, Traverse City, MI 49684
(231) 946-0921 Fax (231) 946-9320

TOWNSHIP HALL RESERVATION REQUEST FORM

Person/Organization Requesting Township Hall Reservation:

_____		_____	
Name		Company Name (if applicable)	
_____		_____	
Street Address		Phone Number	
_____		_____	
City	State	Zip	Email Address

Rental Information:

***No commercial activities of any kind are permitted unless authorized by the Township Board.
No alcohol or open flames are permitted.***

Rental fee:		Monday-Friday	Weekends
Days:	(9:00am – 5:00pm)	\$50	\$100
Evenings:	(6:00pm – 11:00pm)	\$100	\$100

Date of requested event: _____ **Rental time requested:** _____

Day of requested event: Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___ Sat ___ Sun ___'

Expected number of attendees: _____ *(Per Fire Marshal, room capacity is 70 people at any one time)*

My signature on this Township Hall Reservation Request Form acknowledges that I have received a copy of the Elmwood Charter Township Hall Regulations (second page of this form) and that I agree to fully abide by its rules. I also understand that I assume responsibility for any and all damage to Charter Township of Elmwood property and any injury or damage to the person or property or any third party which is caused by myself or any of my guests and I shall indemnify and hold harmless the Charter Township of Elmwood from any and all claims, awards, or attorney fees in the event of any such injury or damage.

Signature: _____ Date: _____

OFFICE USE ONLY

Rental fee paid: \$ _____ Cash/Check #: _____

Received by: _____ Date received: _____

Elmwood Charter Township Hall Regulations

Before your reservation:

1. Make arrangements with staff to pick up and drop off key.

During your reservation:

1. When you get to Township Hall to set up, take a picture of its condition. PLEASE leave it in the same condition.
2. Children should not play in the stones and bushes that surround the building.

At the end of your reservation:

1. Trash created *from your event at Township Hall* can and should be taken out to the dumpster behind Township Hall.
2. Turn heat or A/C back to the temperature it was.
3. Close and lock all windows.
4. Ensure the Hall looks like it did when you entered.
5. Make sure all doors are locked when you leave.
6. When you leave, from the outside of Township Hall, the key can be placed in the drop-off box that is next to the front door.