



# Green Lake Township Golden Fellowship Hall 9700 Riley Road, Interlochen MI

## Hall Rental Information and Request to Reserve

Residents of Green Lake Township enjoy the opportunity to utilize the Golden Fellowship Hall for family, educational and community related events. The property is maintained and monitored by the township and any concerns should be directed to the Supervisor or his/her designee.

**Rental does NOT include access to WIFI or media equipment.**

### Basic Rules of Rental

- 1) Renter must be at least 18 years of age
- 2) Cleaning equipment is provided however you are responsible to bring your own trash bags and trash must be removed from the property. **Security Deposit:** Facility shall be returned to its original clean state, to include kitchen appliances and counter tops. All tables and chairs must be returned to storage. Heat shall be returned to proper setting and lights turned off.
- 3) Capacity of the Golden Fellowship Hall is 150, no exceptions.
- 4) ***At no time shall alcohol or tobacco products be consumed on premise. Also the use of music is permitted for quiet enjoyment only.***
- 5) This agreement if signed releases Green Lake Township of responsibility for loss or damage to personal property of the renter or guest, including vehicle damage.

### Golden Fellowship Hall Rental Agreement

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 Date Requested \_\_\_\_\_ Time: \_\_\_\_\_ # of Attendees: \_\_\_\_\_  
 Type of Event: \_\_\_\_\_ Open to Community:    yes    no

Fee for use of hall is \$125.00 for Green Lake Township residents and \$175.00 for non-residents. A separate \$200.00 security deposit is also collected at the time of bookings.

These amounts should be submitted separately in order to allow for us to return the deposit if all above compliance has been met. Security deposit will not be reimbursed until the key for the hall has been returned to Green Lake Township.

**Payment must be received no later than 15 days prior to the scheduled event. Failure of receipt may result in forfeiture of reservation. Refunds are provided if cancellation is communicated 15 days prior to scheduled event.**

I have read and agree to all terms and payment has been included, Check # \_\_\_\_\_ (security deposit) and Check # \_\_\_\_\_ (rental).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by Green Lake Township Representative: \_\_\_\_\_