

LASALLE TOWNSHIP HALL RENTAL CONTRACT

4111 LaPlaisance Road

PO Box 46

LaSalle, MI 48145

734- 241-4344

NO COMMERCIAL OR FUNDRAISING USAGE PERMITTED

NO ALCOHOLIC BEVERAGES ALLOWED ON PREMISES

RENTAL TIME: 10:00 a.m. to 8:00 p.m. (key pick up on Thursday by 4:00 p.m.)

As determined by, and subject to change at the discretion of, the LaSalle Township Board ordains:

- Hall and grounds to be rented by **LaSalle Township residents only.**
- No alcoholic beverages** allowed on premises.
- Lessee shall be liable and responsible for any and all damage or injury to said premises or any person or property thereon during the period of occupancy hereunder, and shall reimburse, indemnify and save the Township fully harmless there from.
- Parties in excess of 120 guests shall be policed at the discretion of the custodian. Maximum capacity of Hall is 125.
- Kitchen facilities, coffee urn & floor cleaner to be provided by the Township. **Dishes, cleaning supplies and garbage bags shall be provided by the Lessee.**
- The Township shall not be responsible for personal items lost or stolen during hall rental.
- There is no charge for funeral luncheons if reserved by a Township resident.
- Any outside decorations or signs must be taken down the day of the rental or the deposit will not be refunded. Decorations cannot be hung from the blinds or blind holder.
- Rental times shall be between 10:00 a.m. to 8:00 p.m. (Key pick up must be by 4:00 p.m. Thursday)**
- This facility is not air conditioned.**
- For a Saturday Rental Only.** If Hall is not cleaned before lessee leaves and Sunday rental has to clean Saturday lessee will not receive deposit back.
- Sunday Rental will contact the person listed below if the hall is not cleaned by Saturday Rental Lessee.
- Drop box for key is located on wall near office back door. (LOST KEY FORFEITS YOUR DEPOSIT)**
- After the hall clears inspection for cleanliness & damage and key is returned, the security deposit check will be shredded.
- LaSalle Fire Fighters/Township Employees may rent the hall once per year at a discounted price.

RENTAL FEES:

Make Checks Payable To: LaSalle Township

Security Deposit	\$200.00 check to hold a rental date	Date Paid_____	Ck#_____
Rental Fee	\$150.00 to be paid 14 days prior to rental	Date Paid_____	Ck#_____

The Township requires a 2-week advance notice of any cancellation or the \$200 deposit will not be returned to the Lessee
All or part of the Security Deposit is refundable within 30 days after the inspection of the premises and will be shredded.

The undersigned (Lessee) has read all of the above regulations and hereby agrees to abide by them:

Name: _____ Today's Date: _____

Address: _____ Phone: _____

Usage: _____ **LaDeana: 419-250-1543/Stefanie: 734-657-3096**

Revised 1-1-2014/6-24-2019/11-20-2023

-----TOWNSHIP HALL AUTHORIZATION/REFUND-----

Refund to be returned to Lessee at above address unless otherwise noted. Refund Amount: \$_____

Calendar Rent receipt Contract Fire Fighter \$10/Twp. Employee \$50

Rental Date: _____ Twp. Reservation: _____