

**BENGAL TOWNSHIP
CLINTON COUNTY, MICHIGAN
HALL RENTAL POLICY AND CLEANUP CHECKLIST**

RENTAL CAPACITY

Capacity is 70 occupants.

RENTAL INFORMATION

- NO SMOKING is allowed in the hall.
- Reservation is made by paying the full rental amount and a security deposit of \$150.00.
- The security deposit will be refunded within 30 days after the event provided no damage or loss of property has occurred or no violations were found.
- Reservations will be accepted by phone but will not be considered “confirmed” until full payment of the rental fee and the security deposit is received and recorded by the Township Clerk.
- Hall is rented on a first-come basis.
- Rental is from 6:00 a.m. until 12:00 midnight of the rental day.
- LIABILITY INSURANCE: The Renter must provide insurance coverage for their event by providing Bengal Township with a certificate of insurance from their personal insurance company showing Bengal Township, 6586 W. M-21, St. Johns, Michigan as the interested party. The minimum amount of coverage must be \$500,000 and must be provided to the Township Clerk no later than 10 days before the hall rental date.

GENERAL RESPONSIBILITIES OF RENTER

- Chairs and tables must not leave the hall area and shall not be taken outside.
- The hall must be vacated by occupants no later than 11:00 p.m. and by the Renter no later than 12:00 midnight.
- Renter may not keep the hall keys beyond 12:00 midnight.
- The cleanup checklist must be completed after rental and place in the drawer next to the fridge, by marking these items on the list you are stating that you have done all the cleaning of the facility.
- If the checklist has not been completed and left in the drawer next to the refrigerator, the facility security deposit will be forfeited.
- After assuring all doors have been locked, place the keys back in the Lockbox.
- Cleaning
 - Renter must clean the premises according to specifications on the Hall Rental Clean-up Checklist. If the checklist is not completed, the \$150.00 security deposit will be forfeited. For items checked, but not completed, the full facility security deposit will be forfeited.
 - All trash should be bagged and removed from the premises. The Township does not have trash pick-up. If any trash is left behind, the facility security deposit will not be returned to the Renter.

- All non-township items should be removed from the premises. Without notification of left items, they will be disposed of.

Decorations

- All decorating will be done on the day of rental.
 - Decorations may not be attached using peel-off strips, nails, screws, staples, or tape of any kind to the lights, ceiling, walls, or woodwork.
 - Decorating must be done in accordance with the above rules. Failure to do so will result in the facility security deposit not being returned to the Renter. Before use, be sure to text pictures of existing wall issues to the rental administrator.
- No Red Beverages
 - No red colored beverages are allowed inside the hall.
 - Any stains on the carpet will result in facility security deposit forfeiture. Before use, be sure to text pictures of existing stains to the rental administrator.

KITCHEN

- The rental fee includes the use of the kitchen. Renters must provide their own containers, utensils, dish towels, dish cloths & dish soap.
- The kitchen must be cleaned and in order before leaving. There should be no evidence of food left in the kitchen. All food must be removed from the building, including the refrigerator and freezer. Failure to remove all food items will result in the facility security deposit not being forfeited.
- If the kitchen is not properly cleaned, according to the checklist provided, the facility security deposit will be forfeited.
- The Renter shall be responsible for any breakage or damage to equipment or other township properties and the facility security deposit will be forfeited.

OUTSIDE

- Grilling on premises is not allowed, if you grill your facility security deposit will be forfeited.
- Before you leave the property after your event, check outside the facility for trash, please pick up trash from outside the facility.

SAFETY AND SECURITY

Bengal Township is not responsible for any lost or stolen article(s) possessed by the Renter or any occupants while renting the hall. The Renter herein agrees to pay for all damages to Bengal Township property caused by the Renter or occupants during the rental period. Entrances and exits to and from the building shall not to be blocked by tables, chairs, decorations, vehicles, or other items. If a violation is found, the security deposit will not be returned to the Renter.

CANCELLATION POLICY

If Renter cancels for any reason at least *30 days prior* to the date of the event, the full security deposit of \$150.00 will be returned. If the Renter cancels within *30 days or less* of the event, only \$75.00 will be returned to the Renter.

MISCELLANEOUS

Any breach of the above requirements and regulations, or failure to comply with this Policy and other requirements listed in the Hall Rental Clean Up Checklist or Rental Agreement shall empower the Bengal Township Board to terminate the agreement or to close the rented premises immediately and without return of the security deposit.

HALL INVENTORY

- 8 Round Tables – (4) 5 ft. & (4) 6 ft.
- 7 Rectangle Tables – (5) 6 ft. & (2) 8 ft.
- 70 Chairs
- 2 Large Coffee Makers & 1 Small Coffee Maker
- Microwave
- Refrigerator

Note: THERE IS NOT A STOVE

**Bengal Township Hall
CLEAN –UP CHECKLIST**

**Please return this list to the top drawer next to refrigerator and
place keys back in the lockbox at the end of your event**

Name of renter: _____

Date of use: _____

MEETING ROOM:

- _____ Wash all tables and chairs
- _____ Return tables and chairs to their original locations
- _____ Sweep floors`
- _____ Empty trash containers

BATHROOMS:

- _____ Empty all trash containers
- _____ Clean sinks and countertops
- _____ Empty all trash containers
- _____ Sweep and mop floors

KITCHEN:

- _____ Wipe down all counters, backsplashes, cabinets, etc
- _____ Clean any equipment that became dirty
- _____ Sweep and mop floors
- _____ Empty trash containers
- _____ Remove all food, ice, food preparation supplies, and clean-up supplies that renter brought in

FOYER AND HALLWAY:

- _____ Sweep and mop floors
- _____ Clean handprints on inside door windows

OUTSIDE AND AROUND PARKING LOT:

- _____ Pick-up trash

GENERAL:

- _____ Remove all decorations
- _____ Remove all non-township items from premises
- _____ Remove all trash from premises
- _____ Turn off all lights
- _____ Lock all exterior doors
- _____ Reset the thermostat (If it was adjusted)