

RENTAL/RESERVATION FOR Alamo Township Hall

LOCATED AT 7901 N 6th St, ALAMO TOWNSHIP

ALAMO TOWNSHIP OFFICE, 269-382-3366

RESIDENT RENTAL FEE: \$150.00, and a REFUNDABLE SECURITY DEPOSIT: \$150.00, NON RESIDENT FEE \$300.00 and a REFUNDABLE SECURITY DEPOSIT: \$300.00 both checks or cash are required at the time of reservation. **MAKE CHECKS OUT TO: ALAMO TOWNSHIP.** Security deposit will be returned within 2 weeks, if premises are found to be without any damage.

NAME/CONTACT PERSON _____ (MUST BE ALAMO RESIDENT)

(Must be 21 years of age or older) (Photo ID required) Copied by office _____

ADDRESS: _____

PHONE: _____

RESERVATION INFO NEEDED:

PURPOSE _____

REQUESTED DATE: _____

ARRIVAL TIME _____ AM/PM DEPARTURE TIME _____ AM/PM

Time includes Set Up and Clean Up.

ANTICIPATED ATTENDANCE _____ MAXIMUM OCCUPANCY IS 100 PEOPLE.

****I will be present at the event during the entire rental period and assume liability for any and all damage to the property. Initials: _____**

****I have read and comply with the rules for use of the TOWNSHIP HALL.**

(See attached paper with the rules and information) Initials: _____

****There will be a \$30.00 charge if your check is not cashable.** Initials _____**

Signature _____ Date _____

Rev. 2/2026

The hall may Not be used for sales of merchandise and/or services, for political campaigning or gambling. Parking lot is used for parking vehicles only.

Rental Agreement for the ALAMO TOWNSHIP HALL

This is your copy to keep and refer to as needed.

Thank you!!!

- 1. Contact Person agrees to be present during the entire time of rental period and assume liability for any and all damage to the property.**
- 2. *Alamo Township is not liable for any liability for injury to persons or property on or within the premises of the Township.***
- 3. NO early entry. Any set up and clean up time you may need, must be factored into your booking request. Renters may not have access to the Hall prior to the requested time indicated on the Rental form. Time Arriving_____ Time Leaving_____**
- 4. NO alcoholic beverages allowed on the Township premises.**
- 5. NO smoking or vaping allowed on the premises.**
- 6. NO Pets.**
- 7. NO candles or open flames.**
- 8. PLEASE leave the premises in the same clean condition as when you came. Garbage bags are provided in the receptacles. Please place the garbage in the herby curby outside back door of hall.**
- 9. There are small kitchen facilities available: refrigerator, stove and oven, microwave, sink. Utensils are NOT provided. Tables and chairs are available for your use.**
- 10. Reimburse Alamo Township for any damage to the buildings, premises or equipment occurring during the renter's use, if in excess to the \$150.00 or \$300.00 deposit.**

Your scheduled time to pick up the key

is: _____

After Rental, please Put Key in DROP BOX by office door or on the Hall Kitchen counter following your rental.

**ALAMO TOWNSHIP OFFICE HOURS ARE MONDAY, TUESDAY AND THURSDAY, 9 AM TO 3 PM.: 269-382-3366,
E-MAIL: clerk@alamotownship.org**

Emergency Phone numbers:

Clerk Barb Venema cell: (269)352-4764

Deputy Clerk Andrea Venema cell: (269)254-7794

TOWNSHIP HALL RENTAL CANCELLATION POLICY:

Regular rental fees will be refunded in full if received 4 weeks prior, and 50% if received less than 4 weeks but more than 2 weeks prior. Cancellations received less than 2 weeks prior to the rental date will receive no refund.