

WOODHULL TOWNSHIP HALL RENTAL FORM
MAIN HALL PHYSICAL ADDRESS: 7315 W. BEARD ROAD, PERRY, MI 48872
MAILING ADDRESS: PO BOX 166, SHAFTSBURG, MI 48882
(517) 675-4343, TREASURERWOODHULL@GMAIL.COM

WOODHULL RESIDENTS: \$150.00 RENTAL FEE AND \$100.00 DEPOSIT
NON-WOODHULL RESIDENTS: \$300.00 RENTAL FEE AND \$150.00 DEPOSIT
\$25.00 additional fee to enter the night before after 5pm (if available).
CHECKS PAYABLE TO WOODHULL TOWNSHIP

DATE REQUESTED: _____ TO BE USED FOR: _____

PERSON/ORGANIZATION APPLYING: _____

MAILING ADDRESS WHERE DEPOSIT REFUND WILL BE SENT:

PHONE NUMBER: _____ SIGNATURE: _____

User agrees:

- No alcohol. No animals. No smoking.
- To clean the premises. To bag and put all refuse in dumpster.
- To reimburse the township for any damages to premises, building, equipment.
- To use only the Main Hall , kitchen, restrooms, and limited outdoor space.
- To accept the premises in its present condition and return in like condition.
- To indemnify the Township, its members and agents against all liability.
- Not to attach posters or signs to the premises.
- To return all township property to the designated storage spaces.
- Not to use candles.
- They are 18 years of age or older.
- No tape or adhesives – use of bulletin boards only for decorating.
- No standing on tables or chairs.
- Countertops, tabletops, and chairs wiped down.
- Tables returned to storage closet.
- Leave 4 tables along north walls and 2 tables and half-moon table on the southwest wall by the flags.
- Chairs returned to chair rack.
- All floors swept and mopped including restrooms and kitchen.
- Return heat to 60 degrees in winter and return heat to 80 degrees in summer.
- Make sure all electric appliances are unplugged i.e. coffee pots, crock pots.
- Make sure oven and all burners are off and wiped down.
- Remove all food from your event and wipe out fridge and freezer.
- Turn off all ceiling fans and all lights.
- Remove all decorations.
- Make sure all exterior doors are locked.
- Place hall key in office drop box upon completion of event.
- Provide own linens, dish cloths, towels, and paper goods.