

**Grange Hall: Rental Application for Private Events**

3234 North 3rd Street, Kalamazoo MI 49009

Pick up key by: \_\_\_\_\_ on \_\_\_\_\_  
(If not first time renter)

Are you an Oshtemo resident, property or business owner? \_\_\_Yes \_\_\_No Are you a first time renter? \_\_\_Yes \_\_\_No

Name/Business: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Group contact person/phone, if applicable: \_\_\_\_\_ Will alcohol be served? \_\_\_Yes \_\_\_No

Type of event: \_\_\_\_\_ Number of People Expected: \_\_\_\_\_ (150 maximum)

**Rental Period Requested—Day of the week, date, and time:**

M T W TH F SA SU \_\_\_\_/\_\_\_\_/\_\_\_\_ Arrival \_\_\_\_\_ am/pm (no earlier than 8:00am)

Departure \_\_\_\_\_ am/pm (no later than midnight)

Rental Fee	Weekday (Mon-Thurs)	Weekend (Fri-Sun)
Discounted Resident Rate	\$100	\$150
Regular Rate	\$200	\$300

**Security Deposit:**

First time renter: \$250, 2-5 rentals: \$175, After 5 rentals in good standing: \$125, Liquor Liability Deposit: \$250

**Proof of Insurance:**

Proof of liability insurance required. (Copy of homeowners declaration page or one day special event policy.)  
If alcohol will be served, Certificate of Insurance Liability listing Oshtemo Township as additional insured on a General Liability and Host Liquor Liability Insurance Policy (\$1,000,000 min.) is also required.

Deposit and Proof of Insurance must be submitted at least seven days prior to reservation date.

If not received at least seven days prior, rental fee is forfeited and Township reserves the right to cancel reservation.

**Building Access:**

- First time renters—Maintenance staff will meet you at designated arrival and departure times for instructions and inspection. No key will be provided. *You must remain on premises the entire rental period.* 50% of your deposit will be forfeited if you leave prior to inspection.
- Repeat renters must pick up a key at the Township Office on the last business day prior to rental date. All doors must be locked if the property is left unattended. **Township office closes at 1:00 pm on Fridays.** Please plan accordingly to obtain your room key during office hours. If key is not picked up and special arrangements must be provided, one half of security deposit will be forfeited.

**Nuisance.** Renter shall be responsible and shall pay all damages and charges to the Township, or any others, for any nuisance made or suffered on the premises or way bordering thereon resulting from the activities of the Renter.

**Indemnity by Renter.** Renter will indemnify Oshtemo Township and save it harmless from and against any and all claims, actions, damages, liability and expense in connection with loss of life, personal injury, and/or damages to property arising from or out of the occupancy or use by Renter of the said premises or any part thereof or any other part of Township's property, occasional, wholly, or in part by any act or omission of Renter, its agents, contractors or employees.

**Release Form.** Your signature indicates that you have read and agree to abide by all the information included in this application, including the rules on the second page of this form.

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

Office Use Only: New Renter? \_\_\_ Rental fee paid: \$ \_\_\_\_\_ on \_\_\_\_\_ Security Deposit paid \$ \_\_\_\_\_ on \_\_\_\_\_

DL \_\_\_ Proof of Ins \_\_\_ Proof of Liquor Liability \_\_\_ Liquor Liability Deposit paid: \$ \_\_\_\_\_ on \_\_\_\_\_

Maint \_\_\_ Calendar \_\_\_ Web \_\_\_ History \_\_\_ Trash Bag \_\_\_ Deposit returned \$ \_\_\_\_\_ on \_\_\_\_\_

## Rental Policy

- Private events are defined as gatherings limited to members and guests of a family, organization or club, where the event is not open to the general public. Examples include family reunions, wedding receptions, company picnics, corporate retreats, etc. Public events are defined as any event open to the public **or** charging an admission fee, such as dances, art and craft sales, festivals, holiday events, etc. All public events require Parks Committee approval. See **Grange Hall: Rental Application for Public Events** for additional restrictions and fees.
- Rental fee is due when reservation is made. Security deposit and proof of insurance due at least seven days prior to the event.
- Renter must be 21 years of age or older. Photo ID required.
- First-time renters are not eligible to rent a township facility on a holiday.
- There will be **NO ALCOHOLIC BEVERAGES** served or consumed on the premises without Alcohol Agreement approval. (See Facility Rental Alcohol Policy below.)
- There will be **NO SMOKING** and **NO GAMBLING** on the premises.
- Disorderly conduct, including loud music, loud swearing, or otherwise disturbing the peace, that emanates off the property will not be tolerated and will result in the immediate closure of the event.
- Decorations may not be attached to walls, ceiling or lights. Confetti is not permitted.
- Storage of personal property is not allowed. The Township will not be responsible for property left in the building.
- **The premises must be vacated no later than midnight.** All clean up must be completed during the rental period.
- The following equipment is available for use: (8) 8' long tables, 100 chairs, microwave, sink, refrigerator, mop, broom. Other cleaning supplies are NOT provided.
- Trash bags are provided and all garbage must be placed in the trash receptacles outside the building.
- Snow removal at entrance is the responsibility of the renter. Shovel & salt will be made available.
- Oshtemo-based civic, recreation and conservation groups: fee may be reduced by half or waived in exchange for in-kind service if approved by the Township Supervisor and/or Clerk.
- Questions during your rental period? Call 269-216-5243.

### Before leaving, please check that:

1. All windows are closed.
2. Kitchen is clean.
3. Tables have been wiped off.
4. Floor has been swept.
5. Tables and chairs have been returned to original locations.
6. Trash has placed in receptacles outside the building.
7. Lights are turned off in restrooms, rooms, and foyer.
8. Thermostat is set to Heat at 60 degrees with fan at Auto.
9. First time renters must stay until Maintenance Staff arrives to lock up. Other renters must return key to Township Office. If after hours, use drop box in the parking lot.

**Renters with keys—\$75 rekeying fee will be charged if key is not returned to the Township Hall.**

## Facility Rental Alcohol Policy

### Renters are permitted to serve alcohol only under the following conditions.

1. Insurance Requirement: Certificate of Insurance listing Oshtemo Township as additional insured on a General Liability and Host Liquor Liability Insurance Policy (minimum \$1,000,000).
2. Additional \$250 security/cleaning deposit.
3. Renter must ensure that alcohol is not consumed by minors (age 21 and under).
4. Alcohol is allowed inside the building only.
5. No alcohol sales permitted, i.e. no cash bar.
6. All events may be subject to Township inspection and video surveillance.
7. If alcohol is served without meeting all of the requirements listed above, the entire Security Deposit will be forfeited.

**Failure to comply with any of the above may result in immediate revocation of the rental.**  
**In addition, a maintenance fee may be assessed if any of the above is violated. Please initial: \_\_\_\_\_**

## Cancellation Policy

- To cancel a facility rental, you must notify the Township by phone (269-375-4260), fax (269-375-7180), e-mail to oshtemo@oshtemo.org or mail to: Oshtemo Township Clerk, 7275 West Main Street, Kalamazoo, Michigan, 49009
- Upon cancellation, security deposit will be refunded the next time the Township processes payables. 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. **Holiday (Christmas Day, New Years Day, Memorial Day, 4th of July) rental fees** will be refunded in full if received 8 weeks prior, and 50% if received less than 8 weeks but more than 6 weeks prior. Holiday cancellations received less than 6 weeks prior to the rental date will receive no refund.
- Oshtemo Township reserves the right to cancel a reservation with no refund if there is an expectation that any Rental Policy will be violated.