Antwerp Township Activity Center Rental Agreement

24821 Front Avenue, Mattawan, MI 49071
Telephone: (269) 668-2615, extension 208

The Activity Center is the separate building at the rear of the Township parking lot.

This agreement establishes the conditions for renting the Antwerp Township Activity Center. The person signing this agreement is responsible for complying with its requirements and for the conduct of all guests, vendors, caterers, and other individuals associated with the event.

1 Renter and Event Information

Renter Name: _____

Address: _____

City, State, ZIP: _____

Telephone: _____

Event Type: _____

Event Date or Dates: _____

Expected Attendance: _____

Approved Access Date and Time: _____

Approved Departure Date and Time: _____

Final weekend departure deadline: 11pm and out completely by Midnight.

Alcohol Served: ☐ Yes ☐ No (If Yes, event insurance is required)

Township Table and Chair Setup Requested: ☐ Yes ☐ No (If yes, fee of $100 applies, required 2 weeks in advance)

Sunday Cleanup Requested: ☐ Yes ☐ No (extra $100 for entry at 7am and out by noon and required 2 weeks in advance)

2 Eligibility and Reservations

Rental is restricted to Antwerp Township residents and/or taxpayers. Reservations are accepted on a first-come, first-served basis.

The renter may not sublet the facility, transfer this agreement, or reserve the facility on behalf of an ineligible person. Misrepresentation of eligibility will result in termination of the rental agreement.

The Activity Center is available for Friday and Saturday rentals. It is not available for regular rentals Monday through Thursday or Sunday. A limited Sunday cleanup period may be approved as described in Section 4.

The rental fee and security deposit are the same whether the renter uses one or both days or one or all sections of the Activity Center. Adjacent sections will not be rented to different parties at the same time.

3 Fees and Payment

Item	Amount
Security deposit required to reserve the facility	$800
Rental fee for Friday, Saturday, or both days	$800
Optional Township table and chair setup	Additional $100
Optional Sunday cleanup period, if available and approved-must be	Additional $100
Failure to return the key	$50
Township employee, police, or fire department response	Loss of deposit

The $800 security deposit must be paid in full to reserve the facility. The rental fee is separate from the security deposit.

Credit cards are accepted for the security deposit, subject to a surcharge. Credit cards are not accepted for the rental fee unless you pay a week in advance. Additional fees will apply to returned personal checks.

All required payments, the signed rental agreement, picture identification, and any required alcohol-event insurance documentation must be **provided before the key is released**.

Table and Chair Setup-Must schedule 2 weeks ahead of event.

Township setup of tables and chairs is available for an additional $100 and is not included in the $800 rental fee.

When setup is purchased, the renter must provide a layout drawing at least two weeks before the event. If no drawing is submitted, the Township will provide a standard setup.

Township setup will occur Thursday evening or before 10:00 a.m. Friday. This does not authorize the renter to enter or use the facility before the approved access time.

The renter must take down and properly store all tables and chairs, whether or not Township setup was purchased. Tables and chairs must not be dragged across the floor. Damage may result in deductions from the security deposit.

4 Rental Hours and Access

Weekend rental access begins at 10:00 a.m. Friday unless a later access time is stated in this agreement. Picking up the key Thursday does not authorize early entry or use.

Unauthorized use before the approved access time will result in full forfeiture of the security deposit.

All event activities, cleanup, equipment removal, and departure must be completed by midnight Saturday. All renters, guests, vendors, and other individuals associated with the event must leave the Activity Center, parking lot, and Township grounds by that deadline.

The midnight deadline is a departure deadline. Cleanup must begin early enough to allow everyone to leave on time.

Failure to leave by midnight is a serious violation and may result in full forfeiture of the security deposit. Township representatives may request law enforcement assistance to clear the facility and grounds after the deadline.

Optional Sunday Cleanup-must sign up when doing deposit but can pay for with rental fee.
If available and approved in advance, the renter may purchase a Sunday cleanup period for an additional $100.

Sunday access is limited to 7:00 a.m. through noon for cleanup and removal of event materials. The renter and guests must still leave Township property by midnight Saturday and may not remain overnight.

All Sunday cleanup must be completed, and everyone must leave Township property, by noon.

5 Key Pickup and Return

Township office hours are Monday through Thursday, 7:00 a.m. to 5:00 p.m. The office is closed Friday.

The renter must pick up the key on the Thursday before the rental between 7:00 a.m. and 5:00 p.m.

Failure to pick up the key by 5:00 p.m. Thursday will result in forfeiture of the rental and security deposit. Staff will not be available after that time to collect payment, obtain signatures, or release the key.

The Sunshine Library is not responsible for Activity Center rentals and must not be asked to provide access or a key.

One entrance key will be issued. The renter is responsible for arranging access for caterers, deliveries, vendors, and other event personnel during the approved rental period.

At the end of the approved rental period, return the key to the drop box at the Township Office entrance on the northwest side of the front building.

A $50 replacement charge applies if the key is not returned.

6 Alcohol and Prohibited Activities

Alcohol may be served only when all requirements of this agreement have been met.

Before the key is released, the renter must provide a special-event insurance policy covering the planned service of liquor, beer, or wine. The policy must be on file with the Township for each event.

The premises do not have a liquor license. Cash bars are prohibited. Admission charges or door charges used to bypass the cash-bar prohibition are also prohibited.

Alcohol consumption is permitted only inside the Activity Center. Alcohol consumption in the parking lot, in vehicles on Township property, around Township buildings, or anywhere else outdoors on Township property is prohibited.

The renter is responsible for monitoring alcohol service and guest behavior. Alcohol may not be provided to anyone under the legal drinking age.

Excessive alcohol consumption, illegal drug use, fighting, threats, harassment, and disorderly conduct are prohibited anywhere on Township property.

Smoking is prohibited inside the Activity Center.

Fog machines are prohibited because they activate the smoke alarms.

7 Guest Conduct Noise and Supervision

The renter is responsible for the actions of all guests, vendors, caterers, contractors, and other individuals associated with the event. This responsibility extends to the Activity Center, parking lot, grounds, and other Township property.

Noise and Neighboring Properties

Music, amplified sound, shouting, vehicle noise, and other event activities must not disturb neighboring properties.

The renter must promptly address noise complaints and comply with directions from Township representatives or law enforcement to reduce noise or stop disruptive activities.

Guests must not gather outside in a manner that creates excessive noise, disturbances, or unsafe conditions.

Parking Lot and Grounds

The renter must keep entrances, exits, traffic lanes, and access for emergency vehicles clear.

Fighting, threatening behavior, outdoor drinking, and disorderly gatherings are prohibited in the parking lot and on the grounds.

The renter must ensure that guests leave promptly and quietly at the conclusion of the event.

Supervision of Minors

Anyone under age 18 must be supervised by a responsible adult at all times.

Children must not run or play unsupervised in the parking lot, around Township buildings, or in other areas where vehicles or unsafe conditions may be present.

Security and Event Termination

The Township may require licensed law enforcement officers or security personnel to be present during an event. The renter is responsible for the cost.

Serious violations, including fighting, threats, unauthorized alcohol consumption, unsafe behavior, or refusal to follow Township or law enforcement directions, may result in immediate termination of the event and partial or full forfeiture of the security deposit.

The renter and all individuals associated with the event must leave when directed by an authorized Township representative or law enforcement officer.

The Township is not responsible for the actions or omissions of renters or their guests.

8 Facility Care Decorations and Cleanup

The renter must leave the Activity Center, parking lot, and grounds in appropriate condition and complete the separate cleaning checklist.

All garbage must be placed in the dumpster near the south end of the parking lot. Garbage must not be left outside the back door. Garbage bags must not be dragged across floors or the parking lot. A few additional bags are provided in the bottom of the garbage containers.

All bottles, cans, and litter must be removed from the building, parking lot, and grounds.

Duct tape, adhesives, and other products that may damage drywall must not be used on the walls. All hanging decorations must be removed.

Signs and decorations **must not** be stapled, nailed, or tacked to trees, existing signs, or utility poles.

Confetti is prohibited on tables and floors because it clogs cleaning equipment. Its use will result in a deduction from the security deposit.

Walls and ceilings must not be damaged. Shoe marks and other damage to walls may result in partial or full forfeiture of the security deposit.

All food and beverages must be removed from refrigerators, the walk-in cooler, freezer, ovens, and sinks.

Tables, counters, and other used surfaces must be wiped clean. The renter must provide cleaning supplies, including cloths, buckets, paper towels, and soap. Bleach products must not be used on tables or countertops.

Large floor messes and spills must be cleaned. A broom and mop are provided.

Excessive filth, food on walls or floors, vomit, other human waste, and damage to bathrooms are unacceptable and may result in partial or full forfeiture of the security deposit.

All personal belongings, decorations, and rented equipment must be removed by the approved departure deadline. Items left behind will be disposed of.

Stoves, ovens, exhaust fans, and lights must be turned off before departure. All doors must be securely closed and locked.

The Township is not responsible for lost, damaged, or stolen items.

9 Security Deposit Deductions and Forfeiture

The security deposit may be returned in full, reduced by deductions, or forfeited in full depending on compliance with this agreement, the severity of any violation, and the condition of the facility and grounds.

Partial Deductions

Deductions may include (but not limited too) documented charges for:

- Additional cleaning or garbage removal.
- Repair or replacement of damaged Township property.
- Floor, wall, ceiling, table, or chair damage.
- Confetti removal.
- Missing keys.
- Applicable response charges under Section 10.

Serious Violations and Full Forfeiture

Serious violations may result in forfeiture of the entire $800 security deposit, including:

- Failure to vacate Township property by midnight Saturday.
- Fighting, threats, or serious disorderly conduct.
- Alcohol consumption in the parking lot or other prohibited areas.
- Serious alcohol-related misconduct or illegal drug use.
- Serious noise disturbances or refusal to comply with instructions to stop a disturbance.
- Failure to supervise minors resulting in unsafe conditions or significant disruption.
- Substantial damage, excessive filth, or unauthorized use of the facility.
- Serious conduct violations requiring law enforcement intervention.

Unauthorized use before the approved access time and failure to pick up the key by the required deadline will result in full deposit forfeiture as stated elsewhere in this agreement.

The Township will consider the nature and severity of violations when determining whether partial or full forfeiture applies. Multiple violations may support full forfeiture.

The Township will provide a written explanation of deposit deductions or forfeiture. The renter remains responsible for documented repair, replacement, cleaning, and other applicable charges exceeding the deposit. The same charge will not be assessed twice.

Any refundable deposit balance will be processed after the next Township Board meeting following the event. The Board meets on the second Tuesday of each month.

10 Emergencies

For medical emergencies, fire, or other emergencies, call 911 immediately. If non-emergency, please call Mattawan Police Department 269-668-3361 or central dispatch at 657-3101.

11 Cancellations

The existing cancellation provisions are:

- Cancellation at least one month before the event: Full refund of the security deposit.
- Cancellation two to three weeks before the event: Forfeiture of one-half of the security deposit.
- Cancellation during the week of the rental, or failure to appear and pay the rental fee balance: Forfeiture of the entire security deposit and all other monies paid.
- Cancellation due to military deployment: Full refund of the security deposit at any time.

Provision requiring review before finalization: These deadlines do not address every cancellation date, including portions of the period between three weeks and one month before the event and between one and two weeks before the event. The agreement also does not fully specify how prepaid rental or optional fees are handled for other cancellations. Those terms must be clarified before this section is finalized.

The Township reserves the right to cancel a rental agreement if the rental conflicts with a Township meeting, special program, event, or election.

12 Facility Information

The Activity Center contains approximately 5,561 square feet and has a maximum capacity of 300 people.

Available furnishings include:

- 37 - 6-foot rectangular tables, each seating approximately six people comfortably.
- 39 - 5-foot round tables, each seating approximately six-8 people comfortably.
- Three hundred stacking chairs.

The renter must obtain any additional tables or chairs from another source. Chairs must be stored in stacks of 10.

A built-in bar and a DJ/band stage are available.

The kitchen contains one chest freezer, a 5-by-7-foot walk-in cooler, two electric stoves with ovens, a double sink, and a large counter area.

The renter must supply linens, utensils, place settings, decorations, food, and beverages.

The Township does not provide catering services or have an affiliation with a caterer. The renter is responsible for making any necessary catering arrangements.

13 Acknowledgment and Signatures

By signing below, I acknowledge that I have read and understand this agreement and its attachments. I agree to comply with all rental requirements and accept responsibility for the conduct of everyone associated with my event.

I understand that the rental fee is separate from the security deposit, Township table and chair setup costs an additional $100, Extra cleaning time on Sunday is additional $100, and all event activities and departure must be completed by midnight Saturday.

I understand that violations may result in termination of the event, partial or full forfeiture of the security deposit, and responsibility for applicable costs exceeding the deposit.

Renter Signature: _____

Date: _____

Township Employee Signature: _____

Date: _____

Address for Deposit Refund: _____

City, State, ZIP: _____

Telephone: _____

Township Office Use

Security Deposit Received: _____ Date: _____

Rental Fee Received: _____ Date: _____

Setup Fee Received: _____ Date: _____

Sunday Cleanup Fee Received: _____ Date: _____

Required Insurance Received: ☐ Yes ☐ Not Applicable

Key Number: _____ Key Issued: _____

Key Returned: _____

Approved Sunday Cleanup: ☐ Yes ☐ No

Employee Initials: _____

Scan a copy of Driver's License or Identification Number and attach to contract.

Attachment A Table and Chair Setup Request

Complete this attachment when purchasing Township setup for an additional $100. Return it at least two weeks before the event.

Renter Name: _____

Event Date: _____

Number of Round Tables: _____

Number of Rectangular Tables: _____

Number of Chairs: _____

Other Instructions: _____

_____

Attach or draw the requested layout using the existing Activity Center floor plan.

Facility dimensions shown on the existing layout:

- Dance floor section: 59 by 30 feet.
- Center section: 47 by 43 feet.
- End section: 59 by 30 feet.
- Total facility area: approximately 5,561 square feet.

If no layout is received by the deadline, a standard setup will be provided. The renter must take down and properly store all tables and chairs.

Attachment B Post Event Cleaning Checklist

Renter Name: _____

Event Date: _____

Complete all items before the approved departure deadline.

Tables Chairs and Decorations

☐ Wipe all tables and used surfaces clean.

☐ Take down and properly store all tables without dragging them across the floor.

☐ Store chairs in stacks of 12.

☐ Remove hanging decorations, signs, and event materials.

☐ Check walls and ceilings for marks or damage.

Kitchen

☐ Remove all food and beverages from the cooler, freezer, ovens, and sinks.

☐ Clean used counters and other surfaces without bleach products.

☐ Leave sinks free of food, beverages, and debris.

☐ Turn off stoves, ovens, and exhaust fans.

Floors and Bathrooms

☐ Clean large messes and spills using the provided broom and mop.

☐ Check bathrooms for event-related messes or damage and address them.

☐ Check for food, vomit, or other waste requiring cleanup.

Garbage Parking Lot and Grounds

☐ Empty garbage containers and place all bags in the dumpster near the south end of the parking lot.

☐ Do not leave garbage at the back door.

☐ Remove bottles, cans, and litter from the building.

☐ Pick up bottles, cans, and litter in the parking lot and on the grounds.

Final Departure

☐ Remove all personal belongings and rented equipment.

☐ Turn off lights.

☐ Confirm that all guests, vendors, and event personnel have departed.

☐ Close and securely lock all doors.

☐ Return the key to the Township Office drop box at the end of the approved rental period.

☐ Leave Township property by midnight Saturday, or by noon Sunday if returning for an approved Sunday cleanup period.

Damage or Problems to Report: _____

_____