

ANTWERP TOWNSHIP ACTIVITY CENTER
NON-PROFIT/FUNERAL RENTAL INFORMATION and AGREEMENT
Effective March 12, 2025

Event Date:

Rentals of the Activity Center are on a first come, first serve basis

Time of use:

Deposit and Rental Fees

- ❖ **A structured group (Girl Scout, Boy Scouts, Lions, Church groups, etc.) needs to have a copy of your exempt/non-profit status form on file.**

✓ Set up and take down are the responsibility of the renter.

What type of rental? (ex. Baby shower, Lions Meeting, etc) _____

Non-Profit Deposit & Rental Fees:

- Up to 2 Hours.....*Security Deposit*..... \$125.00
- Up to 2 Hours.....*Rental Fee*..... No Charge
- 2-4 Hours.....*Security Deposit*..... \$125.00
- 2-4 Hours.....*Rental Fee*..... \$25.00

- ❖ The security deposit is required to reserve the Activity Center; extra fees will be charged if a personal check is returned.
- ❖ If a non-profit group is unable to pay the fee, arrangements can be made with the Supervisor for a service project throughout the Township. Services projects could include but are not limited to volunteering with the Senior Services Program, cemetery clean-up, or transfer station clean-up.

Funeral Receptions:

- ❖ If no conflict occurs with other reservations, the Activity Center is available for funeral receptions without a rental fee charge if the deceased was an Antwerp Township resident at the time of death.
- ❖ Set up and cleanup will be the responsibility of the user.
- Funeral Reception.....*Security Deposit*..... \$125.00

Additional Terms and Conditions

- You must put all garbage in the dumpster located near the south end of the parking lot. Do not leave it by the back door. Please do not drag garbage bags across the floor/parking lot. Additional garbage bags are provided in the bottom of the containers.
- Please remove all bottles, cans, etc. inside of the hall and in the parking lot. Please pick up any litter from the parking lot and grounds.
- Do not use duct tape or adhesive, or any other damaging product on the drywall surfaces of the Activity Center walls. Please remove/dispose of all hanging decorations.
- Do not staple, nail, or tack any signs to the trees, existing signs, or utility poles on the Township property.
- You may not use confetti** to decorate the floor or tables in the Activity Center. If any is found, a portion of your security deposit will be retained, confetti will clog the cleaning machines.
- Do not damage the walls or ceilings in any way. Please be mindful that shoes against the wall create black marks and a portion, if not all your security deposit will be retained if marks are left on the wall.
- You are responsible for removing any food, beverages, etc. from the refrigerators, freezer, ovens and sinks.

- Please clean any large messes on the floor after your event is finished. A broom and mop are provided for your use. You must wipe down all tables & surfaces at the end of your event. **You must provide cleaning materials for this (rag, bucket, paper towel, soap). Bleach products should not be used on tables/counter tops.** You must remove all your personal belongings, rental equipment, etc. We will dispose of any items left behind. Turn off the stoves/ovens, exhaust fans, and lights before you leave.
No smoking in the building and no Fog Machines
- You are responsible for leaving the Activity Center and the grounds in appropriate condition. We do not tolerate **excessive filth such as food on the walls or floor, vomit or other human waste, or bathroom destruction, etc.**
- You are responsible for closing and locking all doors securely as we are not responsible for any lost, damaged or stolen items.
- Alcohol:** You may serve alcohol at your event; however, you may **NOT** use a cash bar method, as there is no liquor license for the premises. You may **NOT** charge at the door in an effort to bypass a cash bar. **A special events insurance policy is required to be on file** with the Township if you are serving liquor/beer/wine at your event.
 - ✓ The excessive use of alcohol or any use of drugs on Antwerp Township property is prohibited.
- Security:** Antwerp Township at its discretion may require the Renter to have a licensed law enforcement officer/security personnel present during an event to provide security and to help the enforcement of provisions of this policy and rental agreement. The cost of such services will be the burden of the renter.

Please remember any damage done will be assessed on an actual time and material basis and will be billed accordingly. Antwerp Township is not responsible for items left behind.

I have read the above and understand that if I do not follow the checklist that my privilege to use the Activity Center will be revoked. It is further understood my deposit of \$125.00 will not be returned.

THERE IS TO BE NO PROPPING OF THE DOORS EXCEPT TO UNLOAD -IF WE SEE IT ON THE CAMERA YOU WILL LOOSE YOUR DEPOSIT. PROPPING DOORS LEADS TO BUGS/CRITTERS ENTERING THE BUILDING!

Sections of the Activity Center:

EAST: far left as you face the front of the building **CENTER** **WEST:** far right as you face the front of the building

If the hall rental is in your name, but someone else will be picking up the key on your behalf you must provide their information on the next page, or you will not receive a key.

Please complete the following page if you agree to these terms:

Reservation Date: _____ **Key#:** _____

Section: East Center West

Name: _____

Address: _____

City: _____

State: _____ **Zip:** _____

Phone Number: _____

Secondary Name: _____

Address: _____

City: _____

State: _____ **Zip:** _____

Phone Number: _____

General Information

- ❖ The total square feet of the Activity Center is 5,561 and will hold a maximum of 300 people.
- ❖ The center has 11, 6 ft. rectangular tables (fits 6 comfortably) & 34, 5 ft. round tables (fits 6 comfortably) and 330 stacking chairs. Additional tables and chairs must be acquired elsewhere by the renters. **When you put the chairs away, they must be stacked 12 chairs high.**
- ❖ A built-in bar, and DJ/band stage is available for use at your event.
- ❖ The kitchen consists of a chest freezer, a 5x7 walk in cooler, two electric stoves with ovens, a double sink, and a large counter area.
- ❖ Linens, utensils, place settings, decorations, food, and beverages, etc. are the responsibility of the renter.
- ❖ We do not have a catering service or any affiliation thereof; you must make arrangements if necessary.
- ❖ **Anyone under the age of 18 must be always supervised by an adult!**
- ❖ If you experience problems with the heating or cooling system, please call Mattawan Mechanical (269) 668-5415
- ❖ For medical emergencies, fire, etc., please call 911.

Miscellaneous

- ❖ If, at any time, a conflict occurs with a Township related meeting, special program, event or election the Township reserves the right to cancel any rental agreement.
- ❖ **DO NOT USE A FOG MACHINE!! IT WILL SET OFF THE SMOKE ALARMS!**
- ❖ **A Charge will occur if a Township Employee or Police must be called down to activity center for any reason. \$100 Charge for each occurrence.**
- ❖ **If the Fire Department must be called down to activity center for any reason, it will result in full loss of your \$125 deposit.**
- ❖ **The key must be pickup up by 5pm on Thursday -we are not open on Friday's! -return key to drop box by office when done. If key is not returned there is a \$50 fee.**

Today's Date

Signature of Renter/Person Responsible for Deposit

Township Employee Signature