

ARBELA TOWNSHIP CENTER

517/871-2022

HALL RENTAL RULES

GENERAL RULES

1. RENTAL PARTIES SHALL BE HELD RESPONSIBLE FOR ANY AND ALL BREAKAGE, DAMAGES AND THEFT OF ANY AND ALL FURNISHINGS AND EQUIPMENT IN AND OUT OF THE CENTER. NOT FOLLOWING THE RULES LISTED BELOW COULD RESULT IN LOSS OF YOUR DEPOSIT.
2. ONE (1) KEY TO THE HALL ENTRANCE MAY BE PICKED UP THE DAY BEFORE YOUR EVENT BY THE RENTER PROVIDED THE HALL IS NOT BEING RENTED THAT DAY. THE KEY SHOULD BE RETURNED TO THE CUSTODIAN ON DUTY AT THE TIME THE EVENT BEGINS. THE RENTER SHALL BE HELD RESPONSIBLE FOR OPENING AND CLOSING THE HALL UNTIL THE CUSTODIAN COMES ON DUTY FOR THE EVENT.
3. RENTAL PARTIES MUST CLOSE THE BAR AT MIDNIGHT.
4. RENTAL PARTIES MUST HAVE ALL POSSESSIONS REMOVED FROM THE PREMISES BY 1:00 A.M.
5. A FIRST-AID KIT IS AVAILABLE IN THE KITCHEN.

SET-UP

1. COOKING THE DAY BEFORE YOUR EVENT WILL RESULT IN THE LOSS OF OF YOUR DEPOSIT. **DECORATING THE DAY BEFORE MUST BE DONE BETWEEN THE HOURS OF 10:00 A.M. AND 3:30 P.M. NO DECORATING AT NIGHT.**
2. RENTAL PARTIES MUST SET UP THE TABLES AND CHAIRS THE WAY THEY WANT THEM AND AT THE END OF THE NIGHT PUT THEM BACK THE WAY THEY WERE WHEN THEY STARTED. PLEASE CARRY TABLES, AND USE THE CHAIR DOLLY TO MOVE CHAIRS. **(DO NOT DRAG TABLES AND CHAIRS ON THE FLOOR)**
3. DO NOT USE STAPLES OR TACKS ON TABLES. TAPE MAY BE USED, BUT MUST BE REMOVED.
4. THE USE OF TACKS, STAPLES, MASKING TAPE OR SCOTCH TAPE ON ANY SURFACE IS **FORBIDDEN**. HOOKS ARE PROVIDED IN THE CEILING FOR DECORATIONS.
5. WHEN SETTING UP TABLES AND CHAIRS, PLEASE DO NOT BLOCK THE EXITS.
6. THE TOWNSHIP PROVIDES THREE (90 CUP) COFFEEPOTS, ASHTRAYS, BEER PITCHERS, GARBAGE BAGS, A MOP AND BUCKET.
7. THE USE OF **RICE, CONFETTI, SHREDDED PAPER, GLITTER, SPARKLES JELLY OR JELLIED SUBSTANCES IS FORBIDDEN.** THE USE OF ANY OF THESE MAY RESULT IN THE LOSS OF YOUR DEPOSIT.

CLEAN-UP

1. TABLES AND CHAIRS MUST BE PUT BACK THE WAY THEY WERE BEFORE YOU STARTED TO DECORATE.
2. PLEASE BRING YOUR OWN KITCHEN SUPPLIES SUCH AS TOWELS, DISH SOAP ETC
3. ALL SPILLS ON FLOORS MUST BE DAMP MOPPED UP.
4. PLEASE PUT ALL GARBAGE AND TRASH (TABLE COVERS, DECORATIONS, ETC.) IN DUMPSTER OUTSIDE THE DOUBLE DOORS OF HALL
5. ALL TABLES (AND CHAIRS IF NECESSARY) MUST BE WIPED OFF.
6. COUNTERS SHOULD BE WASHED OFF IN KITCHEN AND BAR AREA. DO NOT LEAVE ANYTHING ON COUNTERS.
7. ASHTRAYS, BEER PITCHERS AND COFFEEPOTS MUST BE WASHED, DRIED AND PUT AWAY.
8. THE STOVE MUST BE CLEANED, PLEASE LEAVE IT AS YOU FOUND IT.
9. IF YOU TRASH THE HALL AND LEAVE IT IN A REAL MESS WE WILL KEEP PART OF YOUR DEPOSIT TO PAY FOR CLEAN-UP.

MISCELLANEOUS

1. ALL CANDLES MUST BE ENCLOSED IN GLASS
2. NO PARKING IN THE FIRE LANE (LOADING AND UNLOADING).
3. NO ONE UNDER THE AGE OF 21 SHALL BE SERVED ALCOHOLIC BEVERAGES. DO NOT TAKE ALCOHOLIC BEVERAGES OUTSIDE.
4. THE BAR WILL BE LOCKED UNTIL THE DAY OF YOUR EVENT. IF YOU WISH TO HAVE ANY BEVERAGES WHILE YOU DECORATE, YOU MUST BRING THEM.

THE AREA AROUND THE HALL IS RESIDENTIAL. IF THERE ARE COMPLAINTS, YOU WILL BE ASKED TO QUIET DOWN. IF YOU DO NOT, PERSONS RESPONSIBLE WILL BE ASKED TO LEAVE THE CENTER.

PLEASE SECURE YOUR BALLOONS. IF THEY GET LOOSE AND GO INTO THE CEILING FANS, TELL OUR PERSON AT THE FRONT DESK SO THE MOTOR ON FANS DOESN'T BURN UP.

I HAVE READ ALL THE RULES AND I WILL ABIDE BY THEM OR I MAY LOSE MY DEPOSIT.

TENANT