

VILLAGE OF CLARKSVILLE

162 S. MAIN

P.O. Box 118

CLARKSVILLE, MI 48815

Village Hall Rental Agreement

Reservation Date: _____ Arrival Time _____ End Time _____

Renter/Responsible Party

Name _____

Address _____

City _____ State _____ ZIP _____

Phone Numbers (____) _____ (____) _____

Description of Activity: _____

Kitchen Use? ___ Yes ___ No Approximate # of people to attend _____

Rental Fee: \$ _____ Setup/Tear Down Fee: \$ _____ Make checks payable to: Village of Clarksville

Conditions For Rental:

- NO ALCOHOLIC BEVERAGES and NO SMOKING on the premises allowed.
- The facility must be left in the same (or better) condition as accepted on the day of the rental and BE PROPERLY CLEANED OR AN ADDED CHARGE OF \$50.00 WILL BE BILLED TO THE RENTER. Place all refuse in dumpster outside behind facility.
- The renter is responsible to PAY The Village of Clarksville ACTUAL COSTS FOR ANY DAMAGE to the building, equipment, OR CLEAN UP if facility not returned to condition in which it was found.
- The undersigned applicant/ renter AGREE TO INDEMNIFY THE VILLAGE OF CLARKSVILLE and employees FROM ALL LIABILITY TO PERSONS OR PROPERTY ON THE PREMISES.
- Village of Clarksville is NOT responsible for items you have brought in for your party or any items which may have been left behind by you or members of your function.
- No advertising, posters, or signs may be on or attached to the building or property.
- Television w/ VCR available for use upon request.
- All village property must be returned to its proper storage area, including tables and chairs to their original location.
- Wood flooring may damp mop if needed. Do not use any products with ammonia or wax.
- This facility does not include kitchen license for the service or sale of food to the public. The renter is responsible to contact Ionia County Health Department (616-527-5341) to obtain a temporary license for food preparation on site. *Potlucks and baked good sales, which are conducted by charitable, religious, fraternal or other nonprofit organizations, are exempt from licensure when serving home prepared baked goods. Refer to Food Law of 2000 Act No. 92, as amended.*
- Lose Rental Fee if cancellation occurs within 21 days of rental date.

I HEREBY CERTIFY THAT I HAVE READ THE ABOVE TERMS & CONDITIONS AND AGREE TO ACCEPT ALL RESPONSIBILITIES FOR THE CLARKSVILLE VILLAGE HALL WHICH I AM RENTING FOR MY USE AND THAT I WILL BE IN ATTENDANCE AT THE FUNCTION.

Signature _____ Date _____

OFFICE USE ONLY	Fee _____	Date Received _____	Receipt # _____
Payment Received by _____	Payment Method _____	Cash _____	Check # _____

Office 616-693-2711 . Fax 616-693-2876 . clarksvillemi@clarksvillemi.org

www.clarksvillemi.org

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Village Hall Rental Fee Schedule

Village Residents \$50.00 per day

Non-Residents \$75.00 per day

Instructional Classes \$10.00 per hour*

(*2 hour minimum + \$20 fee if tear down or set up tables & chairs be required)

Commercial \$500.00 per day