

**EUREKA CHARTER TOWNSHIP**  
**Rental Guidelines and Agreement for Township Hall Rental**

Updated December 12, 2023

1. The rental fees are **\$75 for Township residents** and **\$150 for non-residents**, with complete payment needed to reserve the date. **A security deposit of \$250** is also required in a separate check. There is no extra fee for using the kitchen. A 10% Discount will be given for Military and military Spouse.  
Cancellations: All but \$25 will be refunded up to 2 weeks prior to Event. After 2 weeks prior, NO refund will be given.
2. Profit making activities and outside events require special arrangements.
3. NO weapons allowed on premises.
4. Building capacity is 118 persons.
5. Event check-in and check-out will be done by a designated Township representative.
6. All events shall end and be cleaned up by 11:00 p.m.
7. The Township Board reserves the right to cancel an event or prohibit further use by certain parties if the rules are not adhered to.
8. Please respect our rules:
  - There is no smoking permitted inside the hall.
  - **NO** alcoholic beverages are allowed on premises. **NO** red colored beverages.
  - Table decorations only please. Do not affix anything to the walls or ceiling. **NO GLITTER!**
  - Open flame candles are allowed **ONLY IF FLAME IS BELOW** top of container with the exception of cake candles.
  - **NO** fireworks permitted.
  - Pets are not allowed.
  - Kitchen is for food warming only. **NO** cooking allowed.
  - Larger event parking is directly across Jordan Road in parking lot. **DO NOT** park along M91.

**EVENT SET-UP**

You may use any available table/chairs, but please return them to their original place.  
Exposed electrical cords should be taped in place.

**EVENT CLEAN-UP**

Hall should be restored to the check-in condition.  
Take trash to dumpster.  
Vacuum carpets, including foyer and hallway.  
All surfaces wiped (tables, chairs, counters, etc.)  
Kitchen (if used) and restrooms cleaned and all tiles swept and mopped.

**I FULLY UNDERSTAND AND AGREE TO THE ABOVE TERMS IN THE RENTAL OF  
EUREKA CHARTER TOWNSHIP HALL.**

Date of Event \_\_\_\_\_ Event \_\_\_\_\_

Rental Party: Name \_\_\_\_\_

Address \_\_\_\_\_

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

Today's Date \_\_\_\_\_ Rental Fee \_\_\_\_\_ Security Deposit \$250.00

**The security deposit will be refunded if all guidelines have been followed.**

Time of Event \_\_\_\_\_ Time of Arrival \_\_\_\_\_ Time of Departure \_\_\_\_\_

Signature: \_\_\_\_\_

Payment received \$ \_\_\_\_\_ Check # \_\_\_\_\_ Deposit \$ \_\_\_\_\_ Check # \_\_\_\_\_

Received by: \_\_\_\_\_ Date \_\_\_\_\_

**Township Contact Information for day of event, call Linda Ruwersma at 616-516-9184 for any changes.**

**EUREKA CHARTER TOWNSHIP**

9322 SW Greenville Road

Greenville, MI 48838

(616) 754-5053

[info@eurekatownshipmi.gov](mailto:info@eurekatownshipmi.gov)

**LIABILITY WAIVER FOR HALL RENTAL**

To the fullest extent permitted by law, I, sponsoring adult, agrees to defend, pay in behalf of, indemnify, and hold harmless, Eureka Charter Township in Montcalm County, its elected officials, employees, and others working on behalf of Eureka Charter Township, Montcalm County, against any and all claims, demands or suits or loss, including all costs connected therewith, and for any damages which may be asserted. Claimed or recovered against, or from Eureka Charter Township, Montcalm County, by reason of personal injury and death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this Contract.

I further agree to be in attendance at all times, and also agree to adhere to all building usage rules and regulations that apply to this facility, as attached.

I understand Eureka Charter Township is not liable for any and all issues that may arise from the serving of food and beverages provided by the rental party and/or their vendors and caterers.

I understand smoking is prohibited and that alcoholic beverages are not allowed on Township property.

**I HAVE READ AND UNDERSTAND WHAT I AM SIGNING.**

Date \_\_\_\_\_

Signed \_\_\_\_\_ Printed \_\_\_\_\_

Rental Party/Individual/Organization

Witnessed by \_\_\_\_\_ Date \_\_\_\_\_

Township Representative