



# Charter Township of Monitor

2483 MIDLAND ROAD ≈ BAY CITY, MICHIGAN 48706 ≈ PHONE (989) 684-7203 ≈ FAX (989) 684-9234

## Hall Rental Regulations

### Capacity:

	<u>Number of Persons</u>
Weddings or functions with dance floor	300
Showers and functions without dance floor	300
Auditorium seating, without dance floor	300
Standing only, without dance floor	300
Bar-room	38

### Hours of Rental:

Monday through Thursday	8 am - Midnight (Bar closes at 11 pm)
Friday and Saturday	8 am - 1 am (Bar closes at midnight)
Friday Cooking (fee required)	8 am - 4 pm
Friday decorating only (fee required)	1 pm - 4 pm
Sunday	Noon- Midnight (Bar closes at 11 pm)

### Decorations:

Paper decorations may be affixed, with masking tape only, to cement block, wood or brick NOT TO DRYWALL and must be completely removed the night of the rental. Failure to remove these items will result in the lessee being charged for the Custodian's time in removing these items.

No Helium (lighter-than-air) balloons are allowed.

No confetti, bird seed, rice or the like, is permitted in the building or any place on the premises.

### Candles:

The device or holder shall be designed so that it will return to the upright position after being tilted to an angle of 45 degrees from vertical.

### Exits:

No designated Exit shall be obstructed in any manner. (Designated Exit is a doorway over which there is an Exit sign.)

### Equipment:

There are 49 tables and 313 chairs available. No additional tables or chairs may be brought in without the consent of the Board of Trustees. Exhaust fans in the kitchen are to be used while cooking.



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## **Clean-up:**

1. All food, beverages and beverage containers must be removed from the premises on the night of the rental.
2. At completion of hall use, chairs must be placed in the storage racks and tables cleaned by lessee, under the supervision of the custodian. The floors are to be swept.
3. No food or beverages in area of, or on the dance floor.
4. No standing on the tables or chairs is allowed, ladders are available for your convenience and safety.

## **All Rentals Serving or Selling Alcohol**

### **Host Liquor Liability Insurance**

If alcoholic beverages will be served or sold at your event, Monitor Township requires proof of host liquor liability insurance coverage. Either a copy of your homeowners insurance policy containing the specified coverage or a signed statement from your insurance agent shall be considered proof of insurance coverage.

Access to the Monitor Township Hall will not be permitted until this proof of insurance has been provided to Monitor Township.

### **All Rentals Selling Alcohol**

*If alcoholic beverages will be sold at your event, Monitor Township requires a copy of the liquor license the renter has obtained for the event.*

*Access to the Monitor Township Hall will not be permitted until a copy of the liquor license has been provided to Monitor Township.*

## **Security:**

Security is required at events where alcohol is served requiring the use of the bar where more than 50 people are in attendance and when the event will continue beyond 10 p.m.

## **Disallowed Rentals**

The Township prohibits the use of the Township hall for the following:

Estate Auctions

Band concerts with limited admission

All rentals on Township recognized legal holidays or dates that the Township Office is closed in observance of the holiday.

Adopted June 24, 1991

Revised January 11, 1993

Revised August 25, 1997

Revised July 23, 2007

Revised March 28, 2011