

## FRIDAY & SATURDAY HALL RENTALS (AND ALL WEDDING RECEPTIONS) 8:00 am – 1:00 am

<b>Hall Rental – NO Alcohol \$655.00</b>	
8:00 am – 1:00 am	
Deposit Due to Reserve: \$265.00	
Breakdown: Rental	\$530.00
Damage Deposit	<u>\$125.00</u>
Total	\$655.00
Optional Full Clean-up (ADD)	\$ 80.00
Total	\$735.00
Friday Decorating Option 8am-1-am	\$100.00
or 9am – 4pm at \$25/hr (See Terms)	
Total	\$835.00

<b>Hall Rental – ALCOHOL \$790.00</b>	
8:00 am – 1:00 am	
Deposit Due to Reserve: \$265.00	
Breakdown: Rental	\$530.00
Damage Deposit	\$125.00
SECURITY GUARDS	<u>\$135.00</u>
Total	\$790.00
<b>*MUST HAVE HOST LIQUOR LIABILITY INS.*</b>	
Optional Full Clean-up (ADD)	\$ 80.00
Total	\$870.00
Friday Decorating Option 8am-1-am	<u>\$100.00</u>
or 9am – 4pm at \$25/hr (See Terms)	
Total	\$970.00

## SUNDAY HALL RENTALS **Noon - Midnight**

<b>Hall Rental – NO Alcohol \$355.00</b>	
Noon - Midnight	
Deposit Due to Reserve: \$115.00	
Breakdown: Rental	\$230.00
Damage Deposit	<u>\$125.00</u>
Total	\$355.00
Optional Full Clean-up (ADD)	\$ 80.00
Total	\$435.00

<b>Hall Rental – ALCOHOL \$490.00</b>	
Noon - Midnight	
Deposit Due to Reserve: \$115.00	
Breakdown: Rental	\$230.00
Damage Deposit	\$125.00
SECURITY GUARDS	<u>\$135.00</u>
Total	\$490.00
<b>*MUST HAVE HOST LIQUOR LIABILITY INS.*</b>	
Optional Full Clean-up (ADD)	\$ 80.00
Total	\$570.00

## MONDAY – THURSDAY RENTALS **9:00 am – Midnight**

<b>Hall Rental – NO Alcohol \$455.00</b>	
9:00 am - Midnight	
Deposit Due to Reserve: \$165.00	
Breakdown: Rental	\$330.00
Damage Deposit	<u>\$125.00</u>
Total	\$455.00
Optional Full Clean-up (ADD)	\$ 80.00
Total	\$535.00

<b>Hall Rental – ALCOHOL \$590.00</b>	
9:00 am - Midnight	
Deposit Due to Reserve: \$165.00	
Breakdown: Rental	\$330.00
Damage Deposit	\$125.00
SECURITY GUARDS	<u>\$135.00</u>
Total	\$590.00
<b>*MUST HAVE HOST LIQUOR LIABILITY INS.*</b>	
Optional Full Clean-up (ADD)	\$ 80.00
Total	\$670.00

## OTHER HALL RENTALS

**FUNERALS – NO Alcohol \$245.00**  
9:00 am – Midnight SUNDAY-THURSDAYS

Deposit Due to Reserve: Payment in Full

Breakdown: Rental	\$120.00
Damage Deposit	<u>\$125.00</u>
Total	\$245.00

Optional Full Clean-up (ADD)	<u>\$ 80.00</u>
Total	\$325.00

**NOTE:** The deceased must have been a resident or a member of a resident's immediate family (parent, child or sibling)

**FUNERALS – ALCOHOL \$380.00**  
9:00 am – Midnight SUNDAY-THURSDAYS

Deposit Due to Reserve: Payment in Full

Breakdown: Rental	\$120.00
Damage Deposit	\$125.00
SECURITY GUARDS	<u>\$135.00</u>
Total	\$380.00

Optional Full Clean-up (ADD)	<u>\$ 80.00</u>
Total	\$460.00

**\*MUST HAVE HOST LIQUOR LIABILITY INS.\***

**SMALL MEETING & BABY OR WEDDING SHOWER RENTAL (Under 50) – NO Alcohol \$305.00**  
9:00 am – Midnight SUNDAY-THURSDAY

Deposit Due to Reserve: \$90.00

Breakdown: Rental	\$180.00
Damage Deposit	<u>\$125.00</u>
Total	\$305.00

Optional Full Clean-up (ADD)	<u>\$ 80.00</u>
Total	\$385.00

**SMALL MEETING & BABY OR WEDDING SHOWER RENTAL (Under 50) – ALCOHOL \$440.00**  
9:00 am – Midnight SUNDAY-THURSDAY

Deposit Due to Reserve: \$90.00

Breakdown: Rental	\$180.00
Damage Deposit	\$125.00
SECURITY GUARDS	<u>\$135.00</u>
Total	\$440.00

Optional Full Clean-up (ADD)	<u>\$ 80.00</u>
Total	\$520.00

**Rental on LEGAL HOLIDAY (If Township Open)– NO Alcohol \$705.00**  
9:00 am - Midnight

Deposit Due to Reserve: \$290.00

Breakdown: Rental	\$580.00
Damage Deposit	<u>\$125.00</u>
Total	\$705.00

Optional Full Clean-up (ADD)	<u>\$ 80.00</u>
Total	\$785.00

**Rental on LEGAL HOLIDAY (If Township Open) – ALCOHOL \$840.00**  
9:00 am - Midnight

Deposit Due to Reserve: \$290.00

Breakdown: Rental	\$580.00
Damage Deposit	\$125.00
SECURITY GUARDS	<u>\$135.00</u>
Total	\$840.00

Optional Full Clean-up (ADD)	<u>\$ 80.00</u>
Total	\$920.00

**\*MUST HAVE HOST LIQUOR LIABILITY INS.\***

## OTHER HALL RENTALS

Golden Anniversaries & 100 Year  
 Birthday– NO Alcohol \$(See Below)  
 9:00 am – Midnight SUNDAY-THURSDAYS

Deposit Due to Reserve: \$-0- or \$165.00

Breakdown: Rental	\$330.00
Damage Deposit	<u>\$125.00</u>
Total	\$455.00

Optional Full Clean-up (ADD)	<u>\$ 80.00</u>
Total	\$535.00

**No Rental Fee** for a couple that is a current resident in the Township for at least the past five years. Regular fees apply for non-residents and those who have not been a resident for at least the past five years. **Damage Deposit** and **Clean-up Fee, if applicable** are levied on all rentals.

Golden Anniversaries & 100 Year  
 Birthday– ALCOHOL \$(See Below)  
 9:00 am – Midnight SUNDAY-THURSDAYS

Deposit Due to Reserve: \$-0- or \$165.00

Breakdown: Rental	\$330.00
Damage Deposit	\$125.00
SECURITY GUARDS	<u>\$135.00</u>
Total	\$590.00

Optional Full Clean-up (ADD)	<u>\$ 80.00</u>
Total	\$670.00

**No Rental Fee** for a couple that is a current resident in the Township for at least the past five years. Regular fees apply for non-residents and those who have not been a resident for at least the past five years. **Damage Deposit, Security Guard, and Clean-up Fee, if applicable** are levied on all rentals.

**\*MUST HAVE HOST LIQUOR LIABILITY INS.\***

### KITCHEN ONLY RENTALS

**During Township Regular Hours Only**  
 9:00 am – 5:00 pm

Deposit Due to Reserve: Payment in Full

Rental \$ 25.00 Per Hour  
 (Or a Fraction Thereof)

No Full Clean-up Offered  
 No Damage Deposit Required

### LEASE AGREEMENT

A 50% deposit is required upon signing of lease agreement. The balance of 50% plus Damage Deposit, Security Fees and Clean-up Fees are due (30) days prior to the event. Damage Deposit, less damage charges, if applicable, will be refunded after and inspection and inventory check has been made and a report forwarded to the Office of the Township Clerk.

### All Rentals SERVING or SELLING ALCOHOL

**Host Liquor Liability Insurance:** If alcoholic beverages will be **serviced or sold** at your event, Monitor Township requires proof of Host Liquor Liability Insurance Coverage. Either a copy of your homeowner's 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 the proof of insurance has been provided.

**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 the proof of insurance has been provided.

**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 10:00 pm.

## OTHER TERMS & CONDITIONS

### OPTIONAL FULL CLEAN-UP FEE

An additional Full Clean-up Fee is available to all rentals, with the exception of Kitchen Only Rentals, that do not wish to clean the tables, place the tables and chairs back into the storage racks, or sweep the floors at the completion of the rental event.

### OPTIONAL FRIDAY DECORATING (FOR WEDDING OR OTHER EVENT)

The Hall may be rented on the day before a large event for set-up and decorating

Flat Fee: \$100.00 8:00 AM – 1:00 AM

Hourly: \$25.00 Per Hour – from 9:00 am – 4:00 pm

**NOTE: IF DAY IS AVAILABLE 30-DAYS PRIOR**

### FEES WAIVED EVENTS

At the discretion of the Township Board, Not-for-Profit Charitable Organizations may have rental fees reduced or waived, **Security Deposit** and **Basic Clean-up Fees** (included in Rental Fee) \$80.00 still apply unless those are specifically waived

### TOWNSHIP, CITY & GOVERNMENTAL RENTALS

Official Township and Office functions are exempt from all fees provided no paying rentals are scheduled.

All government or city meetings are exempt from fees provided they are of a benefit to the governance or citizenry of Monitor Township. These meetings are subject to Basic Clean-up Fees of \$800.00, which may be reduced or waived by the Township Board.

### DISALLOWED RENTALS

The Township prohibits the use of the Township Hall for the following events:

Estate Auctions

Band Concerts with Limited Admission

### RENTAL INCLUDES

Hall Capacity = 300 Rentals include: Auditorium, Bar-Room and Kitchen