INLAND TOWNSHIP
19668 Honor Hwy
231.275.6568 Interlochen, MI 49643 clerk@inlandtownship.org

BENDON HALL & MEETING ROOM USAGE FORM

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NAME/ORGANIZATION: _____ (hereinafter referred to as "group")

FULL MAILING ADDRESS: _____

CONTACT/PHONE #: _____

Date & Time requested: _____

Rental Fees:	Bendon Hall $25 for non - community events	Hall Rental Deposit: $50.00
Friday - Sunday	Mtg Room $30.00 per day	Mtg. Room Deposit: $50.00
Monday - Thursday	Mtg Room $10.00 per day	Mtg. Room Deposit: $50.00

DEPOSIT WILL BE REFUNDED AFTER THE FOLLOWING BOARD MEETING and UPON INSPECTION OF THE ROOMS LESS ANY FEES INCURRED.
A FEE OF $25 WILL BE DEDUCTED FROM THE DEPOSIT IF THE KEY IS NOT RETURNED.

EACH USER MUST ADHERE TO THE FOLLOWING:

*** NO ALCOHOL ALLOWED** ***THE WHITE BOARD IS OFF LIMITS.**

* Official Township business has precedent over any meeting date.
* It is the responsibility for the group to make sure the Clerk has placed the meeting on the calendar
* Maximum occupancy of the Meeting Room is 35/ Bendon Hall 75
* The group is responsible for any damage they might cause
* Key may be picked up during business hours
* Key must be returned in the BLUE drop box in the parking lot
* The bathroom, kitchen and meeting room/hall must be left in clean condition.
* Failure to clean after the event will result in loss of deposit.
* The group will comply with all laws of the United States, of the State of Michigan and all ordinances and regulations of Inland Township.
* Written cancellation made more than 30 days prior to rental date will receive 50% deposit.
* Written cancellation made less than 30 days prior to rental date will forfeit entire deposit.

If there is a problem with the Meeting Room or Bendon Hall prior to or during your rental please contact: INLAND TOWNSHIP CLERK @ 231.275.6568

The group hereby agrees to defend, pay in behalf or, hold harmless Inland Township against any and all claims, demands, suits, loss, including all costs connected therewith, for any damage which may be asserted, claimed or recovered against or from Inland Township, it's elected and appointed officials , employees, volunteers or others working in behalf of Inland Township, by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof which arises out of the alleged negligence of the group and/or in any way connected or associated with this agreement.

I have read and understand this Bendon Hall and Meeting Room Usage Agreement and am aware of all of the conditions therein.

_____ _____

Authorized Township Representative Authorized User Signature

Amount Paid:_____ Cash or Check#_____Received by:_____ Refund sent:_____

Modified and Approved December 10, 2018