

Lawrence Town Hall
RENTAL REQUEST FORM

(Please Complete Pages 1 & 2 and Return to LTHPF)
Lawrence Town Hall Preservation Foundation (LTHPF): PO Box 37, Lawrence, MI 49064
269-655-4458 or Thompson.kimj@gmail.com

PRIMARY CONTACT AND/OR ORGANIZATION

Event is being sponsored by: INDIVIDUAL BUSINESS/ORGANIZATION

Today's Date _____

CONTACT PERSON NAME* _____

Home Phone _____ Work Phone _____ Cell Phone _____

COMPANY/ORGANIZATION (IF APPLICABLE) _____

Is Your Organization a Registered 501(c)3? YES NO

Is Your Organization an Educational Institution YES NO

Is Your Organization a Church? YES NO

Address _____

City _____ State _____ Zip _____

Email _____ Fax _____

*Contact person must be the responsible party for the event and must be present on the day of the rental.

EVENT DETAILS

Failure to disclose all event information may result in cancellation of your rental. Incomplete information will delay the processing of your application and may result in loss of your requested dates/times. Please check 'Yes' or 'No' for each of the following. **If you mark 'Yes' for any item, please provide details below.**

Is your event open to the public? YES NO

Will you be advertising your event? YES NO

Will you collect admissions, donations or fees? YES NO

Is your event a fundraiser? (If 'Yes', please provide details on an attached sheet.) YES NO

Will food or beverages be served? YES NO

Will alcohol be served? YES NO

Will there be live or amplified music? YES NO

Are you hiring a third-party vendor? (DJ, caterer, entertainer, etc.) YES NO

Are you requesting a fee waiver? (If "Yes," attach letter detailing request) YES NO

Additional Information _____

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EVENT INFORMATION

- BABY SHOWER BIRTHDAY PARTY FAMILY/SOCIAL GATHERING BUSINESS/ORGANIZATION MEETING
 WEDDING RECEPTION RECITAL OTHER: _____

EVENT NAME _____

REQUESTED DATE _____ START TIME _____ END TIME _____ (Includes Setup & Cleanup)

ALTERNATE DATE/TIME (IF ANY) _____

ANTICIPATED ATTENDANCE _____ (Please include children)

For multiple dates (on-going rentals), please attach a separate sheet listing all dates and times.

RENTAL PRICING

- KIDS BIRTHDAY (14 and under) \$50
 BOTH LEVELS \$350

Note: CLEANING DEPOSIT EQUAL TO RENTAL RATE IS REQUIRED BEFORE KEYS or BUILDING ACCESS ARE PROVIDED (see Terms and Conditions for additional details.)

Please make check payable to: Lawrence Town Hall Preservation Foundation

STATEMENT OF CERTIFICATION

I certify that the information provided on this form is true and accurate to the best of my knowledge. I understand that providing false or misleading information is grounds for LTHPF to cancel or terminate my event. I also agree that I have reviewed the Terms and Conditions of the Town Hall Rental, including the Code of Conduct, and agree to abide by all rules, regulations and restrictions posted and communicated by LTHPF.

By signing this application form, the Lessee acknowledges on behalf of him/herself and/or the Lessee's organization or group ("participant") that the use of the Town Hall may carry a risk of personal injury. The participant's RELEASE AND DISCHARGE, the Lawrence Town Hall Preservation Foundation, the Village of Lawrence and the Township of Lawrence, from liability for injuries or damages, including any losses CAUSED BY NEGLIGENCE OR STRICT LIABILITY of the Released Parties. If there is any claim by anyone based on any injury, loss or damage described herein, which involves me or my guests, I agree to (1) defend LTHPF and Lawrence Township against any such claims and pay LTHPF for all expenses relating to claim and (2) indemnify LTHPF and Lawrence Township for all liabilities to me, my spouse, relatives or anyone else resulting from such claims. A copy of an insurance rider covering the facility for the event will be provided upon confirmation of the date (including specification of alcohol-related activities). Failure to provide an insurance rider within two weeks of approval of the date may result in cancellation of the event with no refund of the rental fee.

I acknowledge that this application is only a request. An approved date will be confirmed with a permit issued to the responsible person above. Deposits for confirmed dates will be based on the Terms and Conditions. If your requested date is not available, your rental fee will be returned.

Signature _____ Date _____

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Terms and Conditions

Fee Waivers

Fee waivers may be granted in cases where the rental fee would prohibit offering a unique and beneficial service that enhances the Town Hall and is unavailable elsewhere in the community. Fee waivers are granted at the discretion of the LTHPF Board of Directors on a booking-by-booking basis. Requests must be submitted in writing and should accompany the rental request form. Non-Lawrence residents/business owners are not eligible for fee waivers.

Code of Conduct

For the safety and comfort of all patrons, the LTHPF Code of Conduct must be observed by all. The Code of Conduct is clearly posted at the Town Hall and included below:

1. The historic Town Hall is available for the use and enjoyment of those who respect and appreciate the historic nature of the building.
2. Food and beverages (including alcohol) are allowed only if disclosed in the event application and approved by the LTHPF.
3. Smoking is prohibited in all areas of the building.
4. Children under the age of 12 must be accompanied by an adult and this adult is to be with the child at all times. Exceptions to this rule would apply when a child is participating in a LTHPF sponsored activity where supervision is being provided.
5. The Town Hall structure, furnishings and fixtures must be treated with care and respect at all times.
6. State and local policies and ordinances (including the Village of Lawrence) must be observed at all times.

Parking and Unloading

Parking for the Town Hall is available on the street in front of the building or in the Village of Lawrence public parking northeast of the building. A loading entrance on the east side of the building is available for those individuals who need to deliver items for their event. The east entrance is located in a Village alleyway; therefore, vehicles may not be parked beyond the time needed to unload or reload. Illegally parked vehicles may be ticketed and towed at the owner's expense.

Noise

The LTHPF reminds you that the Town Hall is located in the Village of Lawrence. All events must comply with the Village of Lawrence Noise Ordinance. Additionally, please remember that the Town Hall is located in a residential area. Events featuring live music, amplified music and/or DJs require prior disclosure and approval and are restricted to the interior of the building. Those rental patrons who fail to comply with the requests of LTHPF staff to maintain an acceptable noise level risk having their event terminated and future rental agreements revoked.

Food and Beverages

Food and beverages may be served in the upper or lower levels, based on the rental application and subsequent approval. Kitchenette facilities are available and include sink and small refrigerator. Please note that the kitchen facilities are not designed for cooking. Utensils are not provided.

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Refund Policy

LTHPF will issue refunds for cancelled reservations according to the following schedule:

- More than 31 days before the scheduled reservation.....80%
- 21 to 30 days before the scheduled reservation.....50%
- 14 to 21 days before the scheduled reservation.....25%
- Less than 14 days before the scheduled reservation.....0%

Reservations must be canceled in writing. Refunds are issued by the LTHPF in the form of a check and sent by mail within four (4) to six (6) weeks.

Event Times and Room Setup

The Town Hall will be available for decorating or setup one (1) day before the event. LTHPF personnel will provide a limited number of tables and chairs for your event. Additional tables and chairs may be brought in by the Lessee or event coordinator. Lessee will be responsible for setting up the tables and chairs prior to the event. Lessee will also be responsible for replacing the tables and chairs to their original location after the event. **Any setup and cleanup time you may need for your event must be factored into your booking request. Patrons may not have access to rental space prior to the start time indicated on the rental agreement.** The person who signs the rental agreement must contact LTHPF personnel upon arrival and will serve as the point of contact during the course of the event. All areas must be vacated by the stated end time on the rental agreement.

Decorating

Decorations may be used in the Town Hall with the following exceptions:

- No confetti or glitter of any sort may be used
- No nails may be pounded into walls or woodwork. Hooks and other items are placed throughout the building for use in hanging wire, fish line or other decorations.
- No decorations may be hung from the ceiling or light fixtures
- No candles or open flames are permitted (including those on birthday cakes)
- The use of sterno or other flammable jelly is permitted if properly contained in catering equipment
- Lobby or office furniture may not be used as part of any rental event or setup
- Small piñatas are permitted, but users are responsible for providing an alternate method to suspend piñatas (e.g., a long pole) and for cleaning up afterwards.
- Moon bounces or other inflatable entertainment devices are not permitted unless approved as part of the application process.
- Storage of items before and after events is not permitted unless approved as part of the application process. LTHPF is unable to sign for deliveries of items for rental events.
- The use of adhesive tape on any painted surface is prohibited. LTHPF recommends using either blue painters tape or StickyTak (or similar product) for hanging decorations.

Cleaning Deposit

A cleaning deposit equal to the amount of the rental is required before the building is made available for setup of the event. If the Town Hall is not completely cleaned within 1 day after the event, the cleaning deposit will NOT be refunded. If the Town Hall is completely cleaned within 1 day after the event, the deposit will be refunded within four (4) to six (6) weeks.