

LAWRENCE TOWNSHIP

# HALL USAGE AGREEMENT/REQUEST FORM

(Please Complete Pages 1 & 2 and Return to LAWRENCE TOWNSHIP)  
LAWRENCE TOWNSHIP, 411 N Paw Paw St, PO Box 445, Lawrence, MI 49064  
269-674-4255

[Clerk@lawrence-township.org](mailto:Clerk@lawrence-township.org) or [dptyclerk@lawrence-township.org](mailto:dptyclerk@lawrence-township.org)

**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 there be live or amplified music?  YES  NO

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

Additional Information \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**EVENT INFORMATION**

FUNDRAISER     BUSINESS/ORGANIZATION MEETING     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, please attach a separate sheet listing all dates and times.

**USAGE PRICING**

Note: A REFUNDABLE CLEANING DEPOSIT EQUAL TO \$150 IS REQUIRED BEFORE KEYS or BUILDING ACCESS ARE PROVIDED (see Terms and Conditions for additional details). REFUND PROVIDED IF HALL IS CLEAN AFTER EVENT.

Please make check payable to: LAWRENCE TOWNSHIP

**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 LAWRENCE TOWNSHIP to cancel or terminate my event. I also agree that I have reviewed the Terms and Conditions of the Town Hall Usage Agreement, including the Code of Conduct, and agree to abide by all rules, regulations and restrictions posted and communicated by LAWRENCE TOWNSHIP.

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 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 LAWRENCE TOWNSHIP against any such claims and pay LAWRENCE TOWNSHIP for all expenses relating to claim and (2) indemnify LAWRENCE TOWNSHIP for all liabilities to me, my spouse, relatives or anyone else resulting from such claims.

I acknowledge that this application is only a request. An approved date will be confirmed with a permit issued to the responsible person above. Date(s) will be based on the Terms and Conditions. If your requested date is not available, your cleaning deposit fee will be returned.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**TOWNSHIP USE ONLY**

Date Approved: \_\_\_\_\_ By: \_\_\_\_\_

Cleaning Deposit Received Date: \_\_\_\_\_ Cleaning Deposit Refunded Date: \_\_\_\_\_

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**Terms and Conditions**

**Alcohol**

NO alcohol is permitted on premises. If alcohol is present, you will be required to terminate the event, regardless of time or expense.

**Code of Conduct**

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

1. Food and beverages are allowed only if disclosed in the event application and approved by LAWRENCE TOWNSHIP.
2. Smoking is prohibited in all areas of the building.
3. 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 LAWRENCE TOWNSHIP sponsored activity where supervision is being provided.
4. The Town Hall structure, furnishings and fixtures must be treated with care and respect at all times.
5. 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 in the parking lot located west of the building. Handicap parking is located on the north of the building.

**Noise**

LAWRENCE TOWNSHIP 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 LAWRENCE TOWNSHIP 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, based on the rental application and subsequent approval. Kitchen facilities are available and include sink, ovens, range top and refrigerator. Please note that the kitchen facilities are not designed for cooking. Utensils are not provided.

**Event Times and Room Setup**

The Town Hall will be available for decorating or setup one (1) day before the event, when possible. LAWRENCE TOWNSHIP personnel will provide tables and chairs for your event. Additional tables and chairs may be brought in by the Lessee or event coordinator, if approved by the Township. 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**

Revised: 12/14/2019

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**your booking request. Patrons may not have access to rental space prior to the start time indicated on the usage request form.** The person who signs the agreement must contact LAWRENCE TOWNSHIP 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.
- No decorations may be hung from the ceiling or light fixtures
- No candles or open flames are permitted
- 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. LAWRENCE TOWNSHIP is unable to sign for deliveries of items for rental events.
- The use of adhesive tape on any painted surface is prohibited. LAWRENCE TOWNSHIP recommends using either blue painters' tape or StickyTak (or similar product) for hanging decorations.

#### **Cleaning Deposit**

A cleaning deposit equal to \$150 is required before the building is made available for setup of the event, unless waived by LAWRENCE TOWNSHIP. 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 two (2) to five (5) business days.