



**A RECOGNIZED BICENTENNIAL COMMUNITY**

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## **Township Hall Building and Grounds Rental Rates**

At the regular Board meeting on April 12<sup>th</sup> 2022 the Township board adopted the following policy regarding rental of Township owned property. The intention of the policy is to provide the residents of Crockery a place to gather for events with family and friends. The rental rate is intended to cover the costs of renting the space. Due to logistics and the scheduling of third-party cleaning companies only **1 (one)** rental per weekend will be allowed. (Friday, Saturday, or Sunday). Holidays outside of the weekend period will be decided on a case-by-case basis for the same rate as the weekend day.

The one event on the weekend will be allowed use of the building from 8am till 12 am (midnight) on 1 day. They will be allowed a 3-hour window the day before the event for setup. There will be no additional charge if the set up is during business hours and the charge will be **\$50 additional** if the 3 hours takes place outside of regular business hours.

Kitchen and Multipurpose Room- Up to 75 people. **\$300 per day**

Kitchen, Multipurpose Room, and Gymnasium- **\$450 per day.**

### **The posted amounts will all be double for non-Township Residents.**

#### **Security Deposits**

- \$100 for inside the building with no alcohol
- \$200 for events inside or outside with Alcohol and proof of \$1,000,000 liability policy with Township listed as an additional insured

#### **Additional Rental Opportunities**

- Funeral Luncheons: Kitchen and Multipurpose room during business hours only are available at no charge to residents and their families. Families may be responsible for setting up and tearing down tables and chairs. Check with the office.
- Gymnasium- \$10 per hour during regular office hours.
- Board Room for meetings only- \$10 per hour during regular office hours

- Grounds, Pavilion, and Softball Fields: \$25.00 per day
- Gymnasium after 5:00 pm (Monday-Thursday) \$75.00 per night till 11:00pm

### **Rules and Regulations**

- All events and rentals must be scheduled with the Township offices at least 30 days prior to the event.
- Renters will be responsible for setting up and putting away tables and chairs.
- Renters will be responsible for removing all trash from the building and putting in the dumpster behind the Township Hall
- Tables and Chairs can only be used for their intended design
- Tables and Chairs are not allowed outside.
- The Township does not loan out tables and chairs
- Tables must be covered by renters with table covers or placemats.
- Hot Pads must be used on all tables.
- Total people allowed inside the building is 184.
- ½ down at time of reservation, nonrefundable within 30 days of event. Full balance due 14 days prior to rental. No refunds will be given at all within 7 days of rental.

Any appeals or problems with this policy can be made to the entire Township Board at a regularly scheduled board meeting. The decision of the Township Board will be final.