

# Benzonia Township Hall Reservation Form

1020 Michigan Ave, P.O. Box 224  
Benzonia, MI 49616

Activity Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Group/Individual: \_\_\_\_\_

Purpose of Reservation: \_\_\_\_\_

Person in Charge: \_\_\_\_\_ Phone # \_\_\_\_\_

Email: \_\_\_\_\_

In consideration for the use of the township hall, I agree to the following rules and regulations. All rules and regulations are to be adhered to as outlined:

- Official Township business has precedent over any meeting date.
- If the Township must hold a meeting on a scheduled night, the group will be informed.
- Room rental may be charged if the person or group is not a resident of the Township.
- Groups will not use materials belonging to the Township.
- Closets and their contents are not for public use.
- It is the responsibility of the group to make sure the Clerk has placed the meeting on calendar.
- Maximum occupancy for the Hall is 51, please plan accordingly.
- Due to space limitations, you are encouraged to take your trash with you at the end of event.
- Each group will be responsible for any damages they might cause.
- Reservations can be made during regular business hours, Monday thru Thursday 9am-3pm.
- A key may be picked up one day prior to & must be returned no later than one day after event.
- Failure to comply with these rules will forfeit your right to use the Township Building.
- A cleaning/damage deposit may be charged by the Township.
- If a group no longer has a need for the Hall after scheduling, please contact the clerk.
- Meeting room and rest rooms must be left in same condition that they were found.
- Absolutely NO alcohol, illegal drugs or firearms are allowed in the Hall.

## INDEMNIFICATION AGREEMENT:

The User (named above) agrees to defend, indemnify and hold harmless the Township of Benzonia from any claim, demand, suit, loss, cost of experience, or any damage which may be asserted, claimed or recovered against, or from the User (named above) by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death, arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense if caused in whole or in part by negligence of the User (named above), or by third parties, or by the agents, servants, employees or factors of any of them.

**I have read and understand the above.**

*Applicants signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Township Official:* \_\_\_\_\_ *Date:* \_\_\_\_\_

Completed form may be dropped off or emailed to [clerk@benzoniatownship.org](mailto:clerk@benzoniatownship.org)