

SUPERVISOR
Catherine "Kay" Starostovic

CLERK
Judy Martini



GRANT TOWNSHIP
Est. 1850

TRUSTEES
Robert Hamm
Robert "Bob" Selle
Tom Lippert
Karen Fischer

Town Hall Private Rental Reservation Form

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Drivers License #: _____

E-Mail Address: _____

Type of Event: _____

Rental Date: _____ Time from: _____ am/pm Time to: _____ am/pm

Number of People Attending: _____ Stove Needed: (circle) YES NO

Number of Tables (6 people per table) needed: _____ Number of Chairs needed: _____

_____ Receipt of Rules and Regulations sheet

On the back of this page, please draw a diagram of how you would like tables & chairs set up in the hall. We will do our best to match your diagram.

Please note the hours of operation are 8 am – 11 pm. **The building MUST be vacated by 11:00 pm.**

Please submit this form with a **\$250.00 Security Deposit** to reserve your date. Your date will not be held until the Reservation Form and Security Deposit is received. **Rental fee of \$150.00 for 5 hours is due fourteen (14) days prior to the date of your event.**

I hereby request the use of the Town Hall on the date and time above, for the purpose stated. I acknowledge receipt of the rules governing the use of the Town Hall. I indemnify and hold the Township of Grant harmless for any damages, losses or costs (including Attorney's fee) that may arise from my use of the Town Hall.

Applicant Signature: _____ **Date:** _____

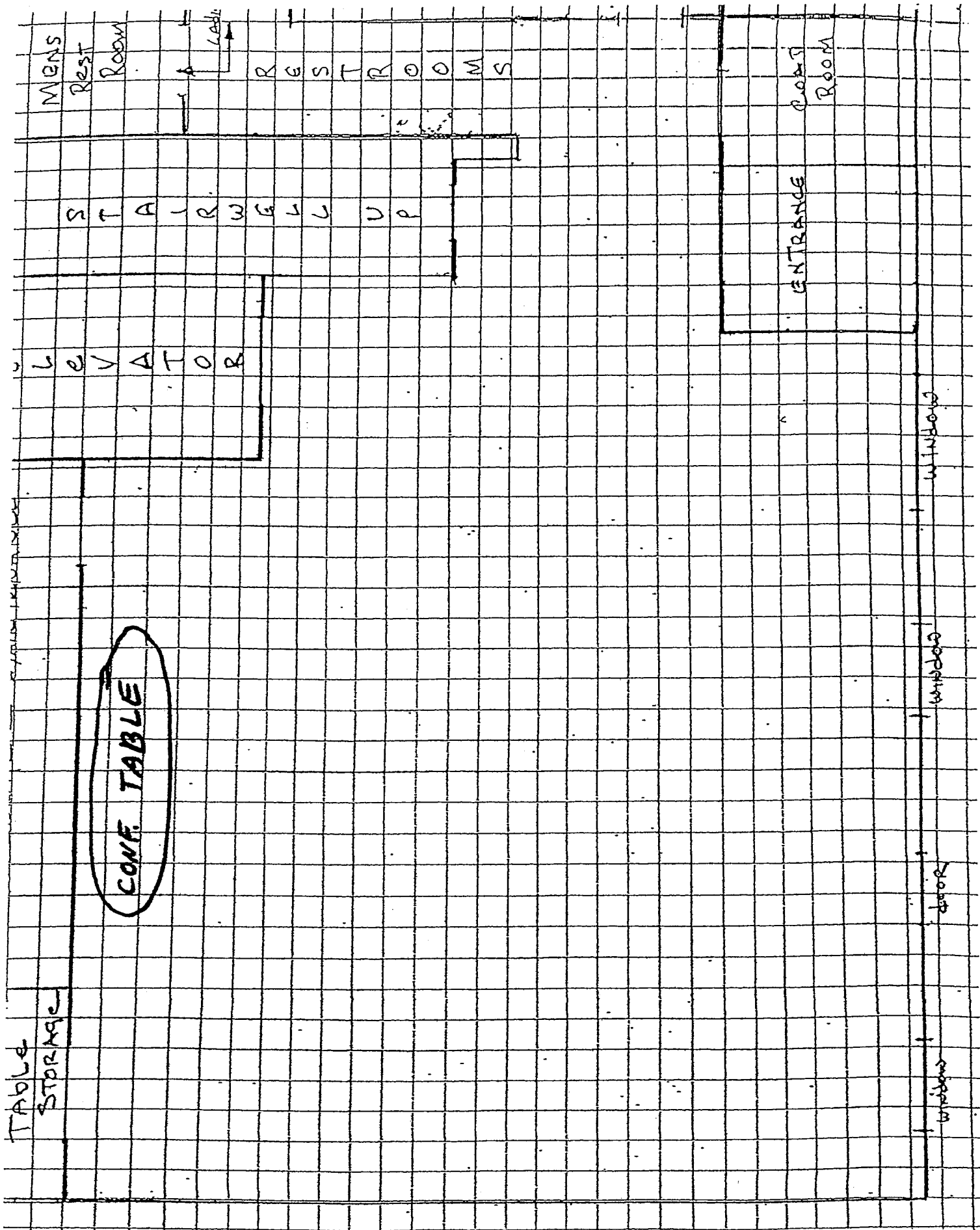
Office Use

Key picked up by: _____ ID verified by: _____

Deposit received on Date: _____ by: _____

Fee received on Date: _____ by: _____

Revised 4/1/2021



MENS
Rest
Room

RESTROOMS

STAIRWELL
UP

ELEVATOR

CONF. TABLE

ENTRANCE
ROOM

TABLE
STORAGE

COPPER

WOOD

WOOD

WOOD

**BUILDING POLICY RULES & REGULATIONS FOR USE OF THE
GRANT TOWNSHIP CENTER TOWN HALL**

PLEASE KEEP FOR YOUR INFORMATION

These rules were created to ensure you of a clean, well maintained facility. Be sure to read and understand them. You are responsible for your groups' activities. Failure to adhere to the rules will result in the forfeiture of your security deposit and loss of rental privileges.

- The building shall not be used for any group other than residents or a non-profit organization of Grant Township. The user must represent to Grant Township that it is not an entity organized for profit.
- A Grant Township resident is required to complete an application and sign for the key. The client must be present for the entirety of the event. The client will take full responsibility in securing the premises upon vacating the building.
- The Town Hall is not to be used for religious purposes, or for political meetings for groups or parties outside of Grant Township, or for fund-raisers to support political or religious purposes.
- All children under the age of 18 must be supervised by an adult. There must be at least one (1) adult per ten (10) minors.
- No alcoholic beverages are to be dispensed or consumed by guests using the premises. The Township Supervisor shall have the right to issue additional rules and regulations, which he/she may deem necessary.
- Grant Township maintains a smoke free environment; therefore, smoking is prohibited throughout the building.
- **If use of the stove is requested, only Grant Township personnel will be allowed to turn on/off the gas and pilot lights. The exhaust fan must be kept running at all times the pilots lights are on. Tampering with the stove without the expressed permission of the Township Supervisor may result in a forfeiture of the deposit and/or loss of future rentals.**
- The parties agree that the Town Hall shall be the sole responsibility of the user to clean after use, and that if the user leaves the building or any area therein in a dirty or unsightly condition, that they will be charged a custodial fee, and continued use will be conditional on proper cleanliness and/or payment of the custodial fee.
 - Tables and chairs shall be wiped clean.
 - Floors must be swept and mopped if soiled.
 - Garbage must be removed. It may be disposed of in the dumpster.
 - All diapers must be removed to the dumpster.
- It shall be a continuing condition of this agreement that the Township shall have priority on the use of the Town Hall for required voting for the precinct in which it is located or any other voting requirements, regardless of a designated date or time for use by the user.

- Set-up and decorating is to be done on the day of rental only. 2 hours before event and removal at end of event.

NO CONFETTI, TAPE, TACKS, ETC. ON THE CEININGS, WALLS OR FLOORS.

- The Township reserves the right to make such other and further reasonable rules and regulations as their judgment may, from time to time, be necessary for the regular care and protection of the building and the premises, and for the preservation and good order therein.
- Because of fire regulations, the maximum capacity for the Town Hall is 126 people.
- A \$250.00 security deposit is due when the reservation is made. This deposit is refundable upon return of key and inspection of premises.
- Private parties will be charged \$150.00 for use of the room for 5 hours.
- The Town Hall key may be picked up on the same day as the event or on the Friday before a weekend event between the hours of 8:00am and 4:00pm. Key must be left on the counter before leaving the premises.
- Be sure to lock all windows, doors and turn off necessary lights.
- **NO SMOKING ALLOWED IN THE BUILDING**
- **NO ALCOHOL ALLOWED IN THE BUILDING OR ON THE GROUNDS**
- **DO NOT BLOCK STAIRWAY UNDER ANY CIRCUMSTANCES**

In accordance the applicant, individually, will reimburse Grant Township for any costs, fees, expenses, court costs and/or attorney fees which may be incurred by said Grant Township and arising out of the use of the Grant Township Town Hall by the undersigned and his/her affiliated group or groups.

The Township is not responsible for loss of or damage to personal property or the personal injury to persons attending an event in the Town Hall.

Revised 4/23/2021
Building Policy Rules

EMERGENCY NUMBERS

Fox Lake Fire Dept.: 911

Lake County Sheriff: 911

Lake County Non-Emergency: 847-549-5200

Northwestern Hospital: 815-344-5000

Supervisor Kay Starostovic: 847-651-7417 (cell)