

**STONE HATCHERY RENTAL INFORMATION * Attachment A
GREEN CHARTER TOWNSHP 231 796-6201**

In case of an emergency call 911. You are located at 21331 Northland Drive, Paris 49338

Capacity --- 200 people inside Stone Hatchery Building

Rental fees: Resident --- \$140.00 Non-resident --- \$240.00

Setup/take down rates are half the rental rate of each day used

- If you setup the day before and/or take down the day after, you are responsible for the safety & security of your own property or items you rent.

Deposit: Resident --- \$100.00 Non-resident --- \$200.00

***** Deposit must be made within one week of initial contact date to hold reservation *****

Deposit money will be returned after approved inspection of Stone Hatchery Park grounds & facility.

Required payment: * Deposit check (given within one week of initial contact date)

* Rental fees check due before event

Cancellation policy: If the Lessee notifies the Township within 90 days after the reservation was made, a full refund of the deposit will be given. The Lessee will forfeit the full deposit if notification of cancellation is given after 90 days.

REQUIRED SIGNED FORMS:

1. **LEASE AGREEMENT** --- Must be signed within one week of initial contact date to hold reservation
2. **LIQUOR WAIVER** --- Holding the Township harmless (township form)
3. **INSURANCE WAIVER** --- Provided from your insurance company that you are providing alcohol.

Tables and chairs: Lessee is responsible to obtain/rent from a vendor – Township does not supply. Picnic tables on grounds are for outdoor use.

Restroom (Porta-Ions):

3 are provided - Lessee will lease & provide additional from vendor (ask Township for vendor contact info)

Miscellaneous

No open bon fires allowed on township property (including portable fire pits)

Pig Roaster must be used in designated area --- NOT INSIDE BUILDING.

Drinkable water is located outside of the building.

Cleanup

All trash & event debris must be removed from the Stone Hatchery building & grounds --- using your own garbage bags. Trash may be placed in the dumpster located behind the Township hall.

Stone Hatchery building floor should be swept &/or hosed down after event.

Walls

Do not write, mar or make holes on the walls of the building.

Lessee

Date