

To secure the Event Date on our Calendar:

Make Check Payable to Edwards Township
Mail completed contract with the deposit to:
Edwards Twp. Hall Manager
PO BOX 353, West Branch 48661
989-313-1443

NOTICE

Rent payment is due as a condition for the Hall Manager to give the key for your event. Proof of liability insurance required at the same time if alcohol is to be served at the event.

Rental Date(s) _____

Purpose of Event _____

Wedding Package [] Graduation Package [] Custom Package [] \$ Amount _____

Enforcement Officers (Alcohol related events only, \$200 charge will apply).....\$ _____

Mandatory Cleaning Fee..... **\$35** _____

Deposit \$ _____

Total \$ _____

Hall Renter Information PLEASE PRINT

Name _____ Phone # _____
Phone # _____

Address _____ Zip _____

DEPOSIT RETURN - If same as above, check here []

Name _____ Phone# _____

Address _____ Zip _____

By signing this agreement, I confirm that I have read, understand and agree to abide by its terms. If in violation in any way, I understand money will be withheld from the deposit for damages.

SIGN _____ Date _____

PRINT NAME _____

Countersignature - Hall Manager – Robert Kowalski

_____ Process Date