

## **CIVIC CENTER RULES AND REGULATIONS**

**A security deposit of \$100.00 is required before any rental date is confirmed.**

**Entry of ANY locked room not rented by the signer of this Agreement will result in forfeiture of TOTAL DEPOSIT.**

Deposit will be returned if all rules are followed, nothing is broken, damaged or missing, and not excessive cleaning costs are incurred. Please refer to Addendum A for requirements concerning responsibilities of renters. The deposit or remainder of deposit will be refunded at the next regular Township Meeting (3<sup>rd</sup> Tuesday). Deposit refund check be received in writing, thirty (30)-days prior to the rental date for refund of deposit.

**DECORATING:** It is permissible to decorate one-day prior to the rental date if the hall is not rented for that day to another party. When the hall is rented for Saturday, renter may have access no earlier than 4:30 p.m. on Friday and must be out by 11:00 a.m. on Sunday. Hooks are available for decorations. DO NOT pin or attach anything to the ceiling or walls. No nails or staples may be used. Only painters' tape can be used on the tables.

**INSURANCE:** If food and/or alcoholic drinks are to be served, the renter MUST submit a copy of their own liability or homeowners' insurance with Mikado Township added as "additional insured". If a caterer's services are used, a copy of the caterer's ServeSafe Certificate must be provided.

**The renter hereby acknowledges that they will ascertain that all provisions of the Michigan Liquor Control Commission shall be complies with including making the determination whether a license may be required in relationship to alcohol consumption on the premises.**

**Mikado Township shall b held blameless from any injury whatsoever to person's property during rental periods, and the renter hereby accepts full responsibility therefore, and further, by signing and dating this Agreement does unequivocally absolve Mikado Township from any and all liability.**

Copies are required, along with full rental fee, at least one-week in advance of the scheduled event.

Please submit all copies and fees to: Mikado Township

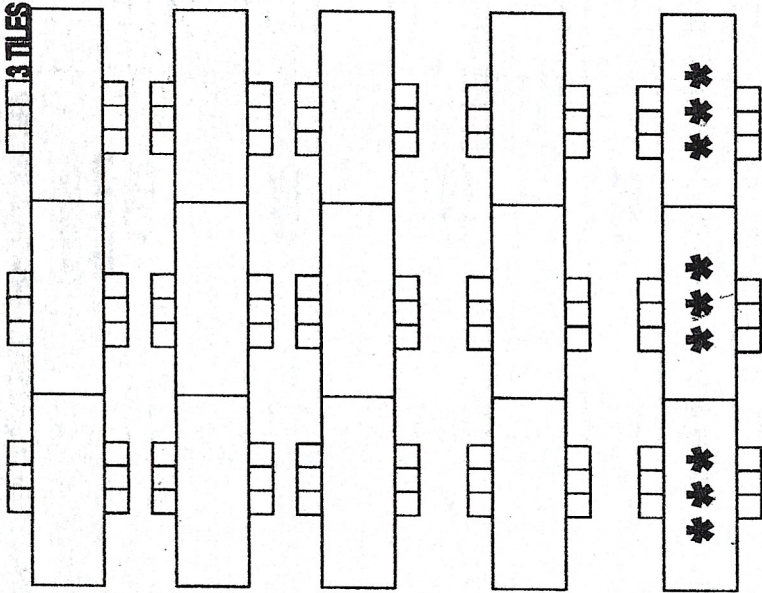
P.O. Box 60

Mikado. MI 48745-0060

Checks/Money Orders are to be made out to "Mikado Township Treasurer".

**COOKING MUST NOT BE LEFT UNATTENDED!**

STAGE



= 6 Chairs on top of each table

(From Wall to Table Legs)  
Line table edges  
with door frame  
4 TILES

4 TILES

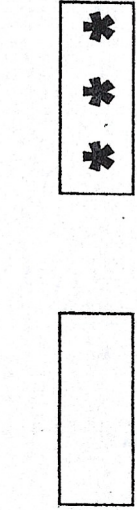
4 TILES

4 TILES

4 TILES

30"

# MAIN ROOM TABLE ARRANGEMENT



Small Table

When Moving Tables  
Pick Up & Carry  
DO NOT DRAG