



# Charter Township of Monitor

2483 MIDLAND ROAD ≈ BAY CITY, MICHIGAN 48706 ≈ PHONE (989) 684-7203 ≈ FAX (989) 684-9234

## HALL RENTAL FEES

Hall Capacity-300

### FRIDAY OR SATURDAY RENTALS (INCLUDING ALL WEDDING RECEPTIONS)

#### REQUIRED FEES

Auditorium, Bar-Room, and Kitchen	\$450.00
*Basic Clean-up Fee	\$ 80.00
	<b>\$530.00 Subtotal Rental Fee</b>
Damage Deposit	\$125.00
	<b>\$655.00 Total (No Alcohol/Security)</b>
Security Deposit (if required)	\$135.00
TOTAL	<b>\$790.00 Total (Alcohol/Security Required)</b>

The hall may be rented on the day before (if available 30 days before) for set-up and decorating from 8:00 a.m. to 1:00 a.m. \$100.00

OR

The hall may be rented on the day before (if available 30 days before) for set-up and decorating from 9:00 a.m. to 4:00 p.m. \$ 25.00 per hour or fraction thereof  
(If needed after 4 p.m. regular rates apply)

Rehearsal dinner on Thursday or Friday night \$250.00 if booked for Reception.

#### SUNDAY RENTALS

Available Noon-Midnight Only	\$150.00 Rental Fee
	\$ 80.00 *Basic Clean-up Fee
	<b>\$230.00 Subtotal Rental Fee</b>
	\$125.00 Damage Deposit
	<b>\$355.00 Total (No Alcohol/Security)</b>
	\$135.00 Security Deposit (If required)
	<b>\$490.00 Total (Alcohol/Security Required)</b>

#### DAYTIME RENTALS-MONDAY THRU THURSDAY

Available 9:00 a.m. - 4:00 p.m.	\$150.00 Rental Fee
	\$ 80.00 *Basic Clean-up Fee
	<b>\$230.00 Subtotal Rental Fee</b>
	\$125.00 Damage Deposit
	<b>\$355.00 Total (if Security not Required)</b>
	\$135.00 Security Deposit (If required)
	<b>\$490.00 Total if Security Required</b>



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## RENTALS-MONDAY THRU THURSDAY

Available 9:00a.m. -midnight

\$250.00 Rental Fee
\$ 80.00 *Basic Clean-up Fee
<b>\$330.00 Subtotal Rental Fee</b>
\$125.00 Damage Deposit
<b>\$455.00 Total (if Security not Required)</b>
\$135.00 Security Deposit (If required)
<b>\$590.00 Total if Security Required</b>

### SMALL MEETING AND

### BABY OR WEDDING SHOWER RENTALS - Under 50 people

\$100.00 Rental Fee
\$ 80.00 *Basic Clean-up Fee
<b>\$180.00 Subtotal Rental Fee</b>
\$125.00 Damage Deposit
<b>\$305.00 Total (if Security not Required)</b>

If Serving Alcohol – **Host Liquor Liability Required** +\$135.00 Add Security Fee

### KITCHEN RENTALS

During regular Township office hours only \$ 25.00 per hour or fraction thereof

### GOLDEN ANNIVERSARIES & 100 YEAR BIRTHDAY CELEBRATIONS

Sunday through Thursday. No Rental fee for a couple that is currently resident in the Township for at least the past five years. Regular fees apply for non-residents and those who have not been in residence for at least the past five years. Damage Deposit, Clean-up Fee and possibly Security Guard fees are levied on all rentals.

### FUNERAL DINNERS/WAKES

The deceased must have been a resident or a member of a resident's immediate family (parent, child, sibling).

\$ 40.00 Rental Fee
\$ 80.00 *Basic Clean up Fee
<b>\$120.00 Subtotal</b>
\$125.00 Damage Deposit
<b>\$245.00 Total (if Security not Required)</b>

If Serving Alcohol – **Host Liquor Liability Required** +\$135.00 Add Security Fee

### HOLIDAY RENTALS

All rentals on Township **recognized** legal holidays, or dates that the Township Offices are closed in observance of the holiday, are prohibited.

Rental on a Legal Holiday (if Open)  
Not recognized by the Township

\$500.00 Rental Fee
\$ 80.00*Basic Clean-up Fee
<b>\$580.00 Subtotal</b>
\$125.00 Damage Deposit
<b>\$705.00 Total (if Security not Required)</b>
\$135.00 Security Deposit (If required)
<b>\$840.00 Total (if Security Required)</b>



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## ALL RENTALS SERVING or SELLING ALCOHOL

### Host Liquor Liability Insurance:

If alcoholic beverages will be served or sold at your event, Monitor Township requires proof of host liquor liability insurance coverage. Either a copy of your homeowners insurance policy containing the specified coverage or a signed statement from your insurance agent shall be considered proof of insurance coverage.

Access to the Monitor Township Hall will not be permitted until this proof of insurance has been provided to Monitor Township.

### All Rentals Selling Alcohol

If alcoholic beverages will be sold at your event, Monitor Township requires a copy of the liquor license the renter has obtained for the event.

Access to the Monitor Township Hall will not be permitted until a copy of the liquor license has been provided to Monitor Township.

### Security:

Security is required at events where alcohol is served requiring the use of the bar where more than 50 people are in attendance and when the event will continue beyond 10 p.m.

## LEASE AGREEMENT

A 50% deposit is required upon signing of lease agreement. The balance of 50% plus Damage Deposit, security fees and cleanup fees are due (30) thirty days prior to the event. Damage deposit, less damage charges will be refunded after an inspection and inventory has been made and a report forwarded to the Office of the Township Clerk.

**SECURITY DEPOSIT** \$135.00

**DAMAGE DEPOSITS** \$125.00  
Required for all rentals

**BASIC CLEAN-UP FEE** \$ 80.00  
Subject to all rentals

**OPTIONAL FULL CLEAN-UP FEE** \$ 80.00 + Basic Clean-up Fee

An additional Full Clean-up fee is available to all rentals that do not wish to clean the tables, place the tables and chairs back into the storage racks, or sweep the floors at the completion of the rental event.



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## **FEES WAIVED EVENTS**

At the discretion of the Township Board, **Not-for-Profit Charitable Organizations** may have rental fees reduced or waived. Security Deposit and Clean-up fees still apply.

Official Township and Office functions are exempt from all fees provided no paying rentals are scheduled.

All government meetings are exempt from fees provided they are of a benefit to the governance or citizenry of Monitor Township. **These meetings are subject to Clean-up fees, which maybe reduced or waived by the Township Board.**

## **DISALLOWED RENTALS**

The Township prohibits the use of the Township hall for the following:

Estate Auctions

Band concerts with limited admission

Updated by Revision of Hall Rental Fees March 28, 2011

Updated – August 2015