

**CHARTER TOWNSHIP OF MONITOR  
HALL INVENTORY**

PLEASE NOTE: THE "RENTER COUNT" MUST BE FILLED IN AND GIVEN TO THE CUSTODIAN BEFORE YOU LEAVE. IF THE CUSTODIAN IS NOT PRESENT, PLEASE LEAVE THIS LIST, **ALONG WITH YOUR KEY**, IN THE DROP BOX OUTSIDE. Thank you, Charter Township of Monitor

**RENTAL DATE & TIME:** \_\_\_\_\_

**ALCOHOL WILL BE ON PREMISE:**      **Yes**              **No**

**FULL CLEAN-UP:**                              **Yes**              **No**

<u>ITEM</u>	<u>TWP. COUNT</u>	<u>RENTER CT.</u>	<u>CUSTODIAN CT.</u>	<u>Difference</u>
Tables 8 ft.	50	_____	_____	_____
Tables 6 ft.	1	_____	_____	_____
Ladder	2	_____	_____	_____
Floor Fans	1	_____	_____	_____
Pans/Trays	21	_____	_____	_____
Drink Containers with Lids & Bases	3	_____	_____	_____
Table Fan	1	_____	_____	_____
Kettles	4	_____	_____	_____
Strainers	2	_____	_____	_____
Coffee Servers	6	_____	_____	_____
Coffee Urns	2	_____	_____	_____
Meat Thermometer	1	_____	_____	_____
Serving Carts	3	_____	_____	_____
Plastic Cutting Boards	3	_____	_____	_____
Bar Stools	2	_____	_____	_____
Cooler Lock	1	_____	_____	_____
Pitchers	20	_____	_____	_____
Key	1	_____	_____	_____

**NOTE: SHOW RENTER (3) ITEMS ON BACK – FRONT BOARD, FIRE LANE & CONTACT**

**Custodian Comments:**

1. Hall was vacated on time:            Yes            No            Time vacated: \_\_\_\_\_

2. Items left on premise:            Yes            No  
 (Describe Items Left)

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3. Possible Violation of Contract:    Yes            No  
 (Example: no security scheduled however, alcoholic beverages were on premises, confetti, helium balloons, etc.)

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**CUSTODIAN: PLEASE CHECK TO MAKE SURE FRONT MESSAGE BOARD HAS NOT BEEN VANDALIZED PRIOR TO ALLOWING THE RESPONSIBLE PARTY TO LEAVE. Board OK? \_\_\_\_\_**

**Note to renter:**

Provided the contract has not been violated, your damage deposit refund will be forwarded to the Township Board of Trustees for consideration at their next board meeting of \_\_\_\_\_. The refund will be sent directly to the address listed on the contract unless otherwise specified.

\_\_\_\_\_  
 RENTER'S SIGNATURE

\_\_\_\_\_  
 CUSTODIAN'S SIGNATURE



PLEASE INFORM YOUR EVENT GUESTS NOT TO PARK IN THE FIRE LANE OR THEIR VEHICLE WILL BE TOWED. ADDITIONAL EVENT PARKING IS LOCATED DIRECTLY ACROSS THE STREET ON THREE MILE AND MIDLAND (EAST LOT)

\_\_\_\_\_  
 Contact Name (Printed)

(    )

\_\_\_\_\_  
 Contact Phone Number