

LITTLEFIELD ALANSON MANAGEMENT AUTHORITY

P.O. Box 156
Alanson, MI. 49706

HALL RENTAL APPLICATION

Please read carefully before signing, you are responsible for the terms of this agreement.

Rental Date Requested: _____ Use: _____

Name: _____

Address: _____

Telephone: (Day) _____ (Evening) _____

Email Address _____

Number Attending: _____

(Reservation fee is non-refundable if the applicant cancels the event)

The \$25.00 reservation fee will be applied with the security deposit when total rental fee is paid

		Paid	Due	Date Received		
Reservation Fee	\$25.00	\$ _____	\$ _____	____/____/____	Cash	Check _____
Security Deposit >	\$ 75.00	\$ _____	\$ _____	____/____/____	Cash	Check _____
Rental Fee >\$		\$ _____	\$ _____	____/____/____	Cash	Check _____
Total Fee >\$		\$ _____	\$ _____	____/____/____	Cash	Check _____

Make Checks Payable to:
Littlefield-Alanson Management Authority
P.O. Box 156
Alanson, MI.

The Applicant Agrees:

1. To use the meeting room only for the above stated purpose
2. To pay a security deposit of \$100.00 and reimburse LAMA for any additional damages and clean-up fees to premises and contents exceeding the security deposit. The security deposit will be refunded if the final inspection by the LAMA contact person is satisfactory and key is returned.
3. A \$25.00 reservation fee is required to secure the desired rental date. This reservation fee is non-refundable if the applicant cancels the event.
4. Any fees or deposits funded by personal check must be paid 10 (ten) days prior to reservation date. Otherwise cash or money order is required.

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5. **No alcoholic beverages** are to be served or allowed during the applicant’s use of the premises.
6. To arrange with LAMA contact person for pickup and return of keys. Keys may be picked up the day before (Friday for weekend rentals) and returned the next business day.
7. This is a smoke free building, no smoking will be allowed.
8. No signs, posters or decorations may be attached to the premises with nails, tacks or tape. All decorations and their remnants must be removed
9. Trash must be bagged and removed to the dumpster at the east end of the building.
10. All furniture must be returned to its original position.
11. Floors must be swept and spills mopped up.

- This agreement is not transferable to any other parties.
- Failure to comply with any of these conditions will result in the loss of the security deposit, in addition to any other or additional remedies permitted by law.
- The person signing this agreement will be responsible for any damage to the building or surrounding grounds.
- This agreement can be cancelled should it become necessary for the Township/Village to use the premises for a required Township/Village meeting or activity.
- The undersigned applicant agrees to indemnify and hold LAMA and its board members, constituent members, agents and representatives harmless from any claims, causes of action, or liability for damages to persons or property related to or arising out of the use of the premises by applicant or applicant's guests.

Applicant’s Signature: _____ Date: _____

LAMA Representative’s Signature: _____ Date: _____
Dan Plasencia
231-548-5656

Key Returned Yes ___ No ___ Returned on ___/___/_____

Deposits Returned ___/___/_____ Check# _____ Amount \$ 100.00 Issued by _____