

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: _____

Alanson/Littlefield Resident Name: _____

Address: _____

Telephone: (Day) _____ (Evening) _____

Email Address _____

Number Attending: _____

(\$25.00 cancellation fee is non-refundable if the applicant cancels the event)

	Enter Fee	Paid	Due	Date Received		
Security Deposit	>\$	\$ _____	\$ _____	____/____/____	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 \$200.00 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 after final inspection by the LAMA contact person is satisfactory and key is returned. The security deposit will be returned within 10 (ten) business days of the satisfactory final inspection by the LAMA contact person. If kitchen rental is requested, and additional \$50 deposit will apply.
3. A **\$25.00 reservation fee, (included in the \$200.00 security deposit)** is required to secure the desired rental date. **The \$25.00 reservation fee is non-refundable if the applicant cancels the event.**
4. Any fees (including rental fee) or deposits must be paid 14(fourteen) days prior to reservation date. Check, cash or money order is required to pick up key to hall.
5. **No alcoholic beverages** are to be served or allowed during the applicant’s use of the premises.

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- 6. To arrange with a LAMA contact person for pickup and return of keys. Keys may be picked up the day before the event.
- 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 from the building after the event.
- 9. All Trash in hall, hallways kitchen and bathrooms must be bagged and removed to the dumpster at the east end of the building.
- 10. All tables, chairs and furniture must be returned to their original position and wiped clean.
- 11. Floors in the hall, kitchen, hallways, and bathrooms must be swept and spills mopped.

- 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: _____

Contact person: Doug Larson dlarson@villageofalanson.com
231-720-5100

Alternate contact person Damien Henning lama.tr@littlefieldtwp.org
231-548-5443

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

Deposits Returned ____/____/_____ Check# _____ Amount \$ _____ Issued by _____