

EATON COUNTY FARM BUREAU

Basement Rental Agreement & Regulations

1. Arrangements for renting, opening and closing of the basement *must* be made through the Eaton County Farm Bureau office, located at: 430 State Street, Charlotte. Phone: (517) 543-5567. Hours: Mon-Fri, 8:30am-5:00pm. _____

2. Rental Prices are as follows:

Eaton County Farm Bureau Member	\$50.00	
Non-Members	\$75.00	
4-H Clubs for 4-H Activities	No Charge	
Eaton County Agents (Personal).....	\$25.00	
Eaton County Staff (Personal).....	\$25.00	
Security Deposit.....	\$25.00	

3. Fees are to be paid at the Eaton County Farm Bureau Office. Checks should be made out to: Eaton County Farm Bureau. Payment is due when placing the reservation. *A 30-day notice is required for refunds.* _____

4. *Renter is responsible for any damage to the hall, furniture or contents.* Upon completion of the use of the facilities, the building shall be in the same good condition as it was when received, without any damage to furniture, furnishings, fixtures, and/or the equipment in the building, or other damage or loss to the building. _____

5. The serving of *alcoholic beverages in any form is prohibited* in the building. Smoking is prohibited. Do not allow people to sit on the tables. _____

6. The renter is responsible for all attending the renter's function. Eaton County Farm Bureau is not responsible for accidents or claims arising from the rental of the building. *Renter agrees to defend, indemnify and hold harmless Eaton County Farm Bureau from any claims arising from renter's function or use of the hall or claims made by any person attending or present at renter's function.* _____

7. No dishes, silverware, or cooking utensils may be taken from the meeting room or supplies used from the cabinets without *the consent of the county administrative manager.* _____

8. Leave the meeting room (table, chairs, floor, etc.) the way you found it *and as clean as you found it.* Brooms, etc. are located in the furnace room. _____

9. *Bring your own coffee maker, glasses, plates, napkins, utensils, garbage bags, dish towels, soap, etc.* Place all bagged garbage in the dumpster outside the back door. _____

10. Turn off all lights, appliances and stove burners before leaving. All ceiling vents should be closed. Be sure all doors are locked. _____

11. Keys should be returned to the Eaton County Farm Bureau office *the next business day.* _____

12. In case of emergency please contact the Eaton County Farm Bureau Administrative Manager during office hours at (517) 543-5567 or one of the following board members after hours and on the weekends: Jim Orr (517) 543-5383, Ben Tirrell (269) 753-5710 or Lynn Stanke (517) 543-3996. _____

Update: 09/21/2010

Original DocumentCAM File
 First Copy.....Renter
 Second Copy.....Schedule Book



430 State Street ~ Charlotte ~ Michigan ~ 48813
 Phone: (517) 543-5567 ~ Fax: (517) 543-6124