



**TOWNSHIP OF STRONACH**  
**(Manistee County)**  
**2471 Main St RR3**  
**Manistee Michigan, 49660**

Stronach Township Community Center Hall Rental Policy

Stronach Township Community Center Leasing Agent contact information:

Joni Golembiewski

2570 Main Street. (One block south of Hall on opposite side of street).

Manistee, Mi. 49660

(231) 723-2785

350 Person Capacity . Approx. 53 tables (8') Hall (50x99') dishes for approx. 500.

Commercial Kitchen with dishes, pots and pans included.

**Bartenders** must be provided if alcohol will be served. **No Bartenders-no Alcohol.**

Stronach Township requires that you provide at least Two Bartenders for your event. If more than 300 guests are expected you are required to provide a third bartender to assist.

**No exceptions to the conditions.** The Lessee agrees to extend their Host Liquor Liability Insurance under their Home Owners policy to cover this event and will also provide proof of coverage when submitting the rent to the leasing agent

The Stronach Township Community Center does not carry a food service license that covers the use of its kitchen. If using the kitchen the lessee agrees to provide an insurance liability rider under their Home Owners policy. The Health Department rules state by law that you must have a food service license to cover the kitchen when serving the public. Therefore, when you are using the hall to serve dinner at a wedding, benefit, graduation party etc. You will need to talk with Ryan Gyurich at the District Health Dept. #10 about obtaining a temporary food service license. Mr. Gyurich's Number is (231-309-8948. Some events will be exempt from having to acquire a license you can ask Mr. Gyurich when you speak with him. Please call at least 30 days prior to your event. Thank you for choosing Stronach Township Community Center to host your event.

Ryan Gyurich Environmental Health Specialist Manistee & Lake County Contact information:

District Health Department # 10

Manistee County

385 Third Street

Manistee, Mi. 49660

Phone: (231) 309-8948, fax: 231-1477, Email: rgyurich@dhd10.org

**The hall reserve must be sent to the leasing agent along with the signed lease. And the Rental Fee is Due No later than Two weeks prior to the date of the event. The**

**Hall Reserve is Non Refundable and the Rental fee is Non Refundable once it has been paid.**

If only renting for Friday and Saturday the Hall must be cleaned up and keys returned by Noon on Sunday. A Saturday lease entitles you to the keys to the Hall Friday morning anytime after 6:30 A.M. If you want to get the Hall to decorate or for any other purpose on THURSDAY you will have to pay an additional rental fee. You must return the keys to the Lease agent by SUNDAY no later than Noon. If you want to keep the Hall after Noon. You must pay an additional fee and this will entitle you the Hall until 6:00 P.M. If you have the Hall for a Sunday rental Only, you may have the keys in the morning after 7:00 A.M. and return them by 9:00 P.M.

Please Call at least two days in advance and confirm any of these special times if they are not included in your lease rental fee.

**There are no exceptions to these times or fees.**

**Residents: For A Resident Rate:** Must be a resident of the township for at least six months. May rent the hall for Yourself/Your Child for Wedding Receptions. A Resident may rent the Hall for the Children/Step, or Children under your legal guardianship. Adult children may rent the Hall for your Parents Anniversaries, Birthdays or wedding receptions. May rent the hall for Grandparents Anniversaries. May also rent the hall for Family Reunion not more than once a year.

A resident may appeal to the Township Board if you feel you are entitled to rent at the resident rate and the Clerk doesn't agree. As a Resident **you may not rent the hall at residents rates for the following:** Brothers, Sisters, Aunts, Uncles, Friends, and Grandchildren. For showers honoring Non-Residents. Or for shows or demonstrations where you expect to make a profit.(May appeal to the Board).

**Rental Rates:**

<b><u>ALL non profit Organizations</u></b>	<b>Rental</b>	<b>Non Refunded Reserve</b>
<b><u>Or Fund Raisers and</u></b>	<b>Fee \$ <u>100</u></b>	<b>Fee \$ <u>100</u></b>
<b><u>All Others</u></b>		

<b><u>Resident rates:</u></b>	<b>Rental</b>	<b>Non Refunded Reserve</b>
<b>Wedding(any time)</b>	<b>Fee \$ <u>100</u></b>	<b>Fee \$ <u>50</u></b>
<b>Sunday - Thursday</b>	<b><u>0</u></b>	<b><u>50</u></b>
<b>Friday &amp; Saturday</b>	<b><u>100</u></b>	<b><u>50</u></b>
<b>Funerals for Residents</b>	<b><u>0</u></b>	<b><u>0</u></b>
<b>Extra days starting at noon</b>	<b><u>25</u></b>	

<b><u>Non Resident rates:</u></b>	<b>Rental</b>	<b>Non Refunded Reserve</b>
<b>Wedding (anytime)</b>	<b>Fee \$ <u>700</u></b>	<b>Fee \$ <u>200</u></b>
<b>Sunday -Thursday</b>	<b><u>150</u></b>	<b><u>100</u></b>
<b>Friday &amp; Saturday</b>	<b><u>700</u></b>	<b><u>200</u></b>
<b>Funeral for non residents</b>	<b><u>100</u></b>	<b><u>50</u></b>
<b>Extra days starting at noon</b>	<b><u>100</u></b>	

**Hall Reserve /Lease Agreement**

Agreement between Stronach Township(lessor) and \_\_\_\_\_ of \_\_\_\_\_  
name ( Please print) Lessee full address (please print)

Stronach Township leases the Stronach Township Community Center for the dates of:  
\_\_\_\_\_

A Non refundable Reserve fee of \$ \_\_\_\_\_ dollars is due upon signing of lease.  
The Rental fee(non refundable) once paid. of \$ \_\_\_\_\_ dollars is due not less than two weeks prior to rental date.

The lessee shall take all necessary steps to insure that the Community Center is returned in good condition. This Center shall not be used for any illegal activity, nor shall lessee or his guests commit any breach of the public peace while on the premises.

It is agreed that Stronach Township, its officials and employees, shall not be liable for any damage or injury that may be sustained by the lessee or any of their guests, or any other persons, or their goods and chattels, in or about the community center whether or not such damages or injury shall be caused by or due to the negligence of Stronach Township, its officials and/or employees.

\_\_\_\_\_  
Stronach Township Leasing Agent date Lessee date

**Make All Checks Payable to: Stronach Township**

The purpose of this rental is for a \_\_\_\_\_ in honor of \_\_\_\_\_  
**please initial choice** ( event ) ( person event is for )

\_\_\_\_ Yes-I want the hall on Thursday after Noon and agree to pay the \$25.00 (resident)

**or** \$100.00 (non-resident) additional rental fee **(circle one)**

\_\_\_\_ No- I do not want to be in the hall Thursday

\_\_\_\_ Yes- I want the hall until 6:00 p.m. on Sunday and agree to pay \$25.00 (resident)

**or** \$100.00 (non-resident) additional rental **(circle one)**

\_\_\_\_ No - I do not want to be in the hall after Noon

\_\_\_\_ Sunday rental **ONLY** Keys **available 7a.m** and **returned by 9.pm**

Lessees will be responsible for any missing keys for Stronach hall. Thank You!

I, the Undersigned, do hereby acknowledge receipt of (2) master keys to the Stronach Township Hall.

Key# 2585 2 sets

Received by \_\_\_\_\_ date \_\_\_\_\_

Returned \_\_\_\_\_ To \_\_\_\_\_  
date Signature

**PLEASE RETURN THIS PAGE WITH YOUR NON REFUNDABLE RESERVE FEE TO THE LEASE AGENT. KEEP YELLOW SHEET FOR YOUR RECORDS**

Stronach Township Community Center, 2471 Main Street RR3, Manistee, MI 49660

Welcome!

We in Stronach Township are proud of our community center and are happy to share it with you. Please treat it as you would your own home. Please follow the rules listed below. Thank you and have a great time.

- When Decorating for your event (including the tables) we ask that you **Do Not** use **nails, staples or thumbtacks. Tape works!** Please **Do Not** decorate the bar.
- 
- The tables and chairs are stored in the storage room through the double doors between the restrooms by the bar.
- 
- **All Doors shall be kept closed when the Air conditioning is running.** For your benefit as well. As this also helps to eliminate flies and other unwanted guests.
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- Take down all decorations and pick up large pieces of paper, etc. For safety reasons please sweep the floor and also mop up any spills. (broom and mop are in the hall behind the bar).
- 
- After the event **Wipe off all tables and chairs. Leave all tables and chairs up.** If any chairs are broken, please leave them standing against the wall in front of the stage.
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- The kitchen shall be left in clean condition. dishes and utensils shall be put away in the same cupboard they were found. Any broken items shall be left on the countertop.
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- You will have to furnish your own dishtowels for kitchen use. We leave out a few garbage bags for your use: however, to be sure you have enough please bring a box for your own use. **Please provide your own containers to take home leftover food.**
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- Make sure the kitchen fan above the stove is turned off after use.
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- **Shut off all lights (kitchen, bathrooms and storage area.)** The light switch for the first row of lights is on the wall nearest the meeting room.

If an emergency should arise please call Phil Vadeboncoeur at 723-7648 or Barb Rishel at 398-9025