

## **FREEDOM TOWNSHIP HALL RENTAL INFORMATION, REGULATIONS AND FEES**



### **General Information**

The Freedom Township Hall is located at 11508 Pleasant Lake Road, Manchester, Michigan, 48158. It is on the northwest corner of the intersection with Lima Center Road. The township hall is conveniently located in the center of the township, in the hamlet of Fredonia. The township hall phone number is 734-428-7545.

The township hall does not have regular office hours, nor is it typically open during normal business hours. To view the hall for rental purposes, contact the Town Hall Manager, **Steve Hoeft** at **(734) 474-8213**. This document contains photographs and descriptive information which should help in planning an event.

To inquire about the availability of a specific date, or to make reservations, please contact Steve Hoeft at the phone number above.

### **Facilities**

The township hall has approximately 2300 square feet of open floor space available for activities. A large kitchen and serving area is located adjacent to this space. There are men's and women's bathrooms available. Parking is available on the east side of the hall.

For the general activity area, the following items are available:

1. Fifteen 10' long folding tables.
2. One hundred folding chairs.
3. Coat racks and hangers.
4. Piano and bench.

## Views of Township Hall Interior



The kitchen area includes:

1. Two four-burner gas stoves
2. A refrigerator
3. Four sinks
4. A microwave
5. Two 30-cup coffee makers
6. Several counter top spaces



### Township Hall Kitchen and Serving Area

The township hall does not provide any dishes, silverware, cooking utensils or other items beyond what is listed above. Renters are responsible for providing and removing their own eating and cooking utensils. All trash must be removed by renters.

**FREEDOM TOWNSHIP HALL MAINTENANCE AND RENTAL CHARGES  
EFFECTIVE February 13, 2018**

**MAINTENANCE AND BREAKAGE DEPOSIT – LOCAL RESIDENTS AND NON-TOWNSHIP RESIDENTS \$ 125.00**

**NON-TOWNSHIP RESIDENTS – TOWN HALL RENTAL \$ 500.00**

**LOCAL RESIDENTS:**

**FUNCTION WITH LIQUOR \$ 200.00**

**FUNCTION WITHOUT LIQUOR – HALF DAY \$ 75.00**

**FUNCTION WITHOUT LIQUOR –WHOLE DAY \$ 150.00**

**MANCHESTER AREA SR. CITIZENS AND LOCAL 4-H GROUPS FREE**

**OTHER LOCAL COMMUNITY ORGANIZATIONS MONDAY-THURSDAY \$ 25.00 PER DAY**

**OTHER LOCAL COMMUNITY ORGANIZATIONS FRIDAY-SUNDAY \$ 75.00 PER DAY**

**GOVERNMENT OFFICIAL FREE**

**RULES AND REGULATIONS CONCERNING RENTAL OF FREEDOM TOWNSHIP HALL**

1. **MAINTENANCE AND BREAKAGE DEPOSIT WILL BE RETURNED TO RENTERS IF HALL IS LEFT CLEAN AND WITHOUT DAMAGE. IF HALL IS NOT CLEANED TO THE SATISFACTION OF THE TOWNHALL MANAGER, THE \$125.00 MAINTENANCE AND BREAKAGE DEPOSIT WILL NOT BE RETURNED.**
2. **TWO SEPARATE CHECKS MUST BE MADE OUT TO THE FREEDOM TOWNSHIP HALL. ONE FOR THE MAINTENANCE AND BREAKAGE DEPOSIT. THE OTHER FOR THE RENTAL FEE. NO CASH, CHECKS OR MONEY ORDERS ONLY PAID TO FREEDOM TOWNSHIP.**
3. **REMOVE ALL GARBAGE AND TRASH FROM THE PREMISES. THIS INCLUDES THE RESTROOMS.**
4. **SWEEP HALL. MOP WITH CLEAR WATER IF NECESSARY.**
5. **DO NOT MOVE PIANO OR FLAG.**
6. **CLOSE AND LOCK ALL DOORS AND WINDOWS. CLOSE BLINDS.**
7. **NO TABLES OR CHAIRS ARE TO LEAVE THE HALL. THIS INCLUDES NOT USING THEM FOR OUTSIDE SEATING ON TOWNHALL PREMISES.**
8. **CLOSING HOUR 2 AM. THIS INCLUDES TIME TO PROPERLY CLEAN UP AND VACATE PREMISES. TOWNHALL KEY IS TO BE LEFT ON KITCHEN COUNTER.**
9. **THE HALL WILL NOT BE RESERVED UNTIL AT LEAST 50% OF THE RENT IS DEPOSITED WITH THE TOWNHALL MANAGER. THE RENTAL DEPOSIT IS REFUNDABLE IF NOTIFICATION OF CANCELLATION IS RECEIVED AT LEAST SEVEN DAYS PRIOR TO RENTAL DATE.**
10. **MAINTENANCE AND BEAKAGE DEPOSIT MUST BE MADE SEVEN DAYS IN ADVANCE.**
11. **TO GUARANTEE AVAILABILITY OF THE HALL (DECORATING ETC.), IT MUST BE RENTED AND A DEPOSIT MADE.**
12. **AN AFFIDAVIT OF RESIDENCY AND DOMINION MUST BE SIGNED BY PERSONS RENTING THE HALL AS A LOCAL RESIDENT.**
13. **RENTER MUST PROVIDE A COPY OF THEIR HOMEOWNERS OR RENTERS INSURANCE SEVEN DAYS IN ADVANCE. THIS CAN NOT BE WAIVED.**
14. **THE TOWNSHIP BOARD RESERVES THE RIGHT TO ACCEPT OR REJECT ANY APPLICATIONS FOR THE RIGHT TO USE THE HALL.**
15. **THE TOWNSHIP HAS THE RIGHT TO CLASSIFY APPLICANTS. HALL IS RENTED ON A FIRST COME, FIRST SERVE BASIS.**
16. **THE TOWNSHIP BOARD HAS THE RIGHT TO CANCEL THE CONTRACT IF THE MAINTENANCE AND BREAKAGE FEE IS NOT PAID SEVEN DAYS IN ADVANCE.**
17. **ANY USE OF THE HALL WILL BE SUBJECT TO STATE LAWS AND UNDER THE JURISDICTION OF THE FREEDOM TOWNSHIP BOARD.**

**REVISED AND EFFECTIVE: February 13, 2018**