

# Burtchville Township Little White Chapel

3906 Burtch Road, Lakeport Michigan 48059 Phone: (810) 385-5577 Fax: (810) 385-8551

## Rental Application and Agreement

### For Weddings

Mail or Return To: Burtchville Township  
4000 Burtch Road  
Lakeport MI 48059

Person applying for use: \_\_\_\_\_

Address (C/S/Z): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Description of Use: \_\_\_\_\_

Event Date: \_\_\_\_\_ Time to Open: \_\_\_\_\_ Time to Close: \_\_\_\_\_

- Person applying for use must be a Burtchville Township resident
- The Sale and/or Consumption of Alcoholic Beverages is PROHIBITED
- Failure to comply with the Policies and Rules, shall result in forfeiture of ENTIRE deposit.

### INDEMNITY BY APPLICANT

The Applicant acknowledges receipt of a copy of the Policies and Rules and agrees to comply.

Applicant shall indemnify the Township and save it harmless from and against any and all claims, actions, damages, liability and expense in connection with loss of life, personal injury and/or damage to property arising from or out of the occupancy or use by Applicant of the premises or any part of the Township property occasional, wholly or in part, by any act or omission of Applicant, its agent, contractors or employees.

I, HEREBY, AGREE TO THE FOREGOING TERMS AND CONDITIONS OF THIS AGREEMENT

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Please Do Not Write Below this Line – Office Use Only

Deposit: \$ 50.00 Total Amount Due \$ 100.00

Rental Fee: \$50.00 Date Paid: \_\_\_\_\_

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## **Burtchville Township Little White Chapel**

### **POLICIES AND RULES**

#### **FOR WEDDINGS**

**(Capacity — 108 persons)**

#### **II. APPLICATION PROCESS:**

- A. In order to reserve the building, the applicant must submit an application form along with the security deposit and rental fee. The fees may be paid by check, money order, or cash. If the reservation for use of the chapel is canceled by the applicant at least 15 days prior to the rental date, Burtchville Township will refund the security deposit and rental fee on the next regular accounts payable day.
1. If the applicant is denied or if the reservation is cancelled by Burtchville Township due to unforeseen circumstances, Burtchville Township shall only be responsible or liable to the extent of the security deposit and rental fee paid by the applicant.
- B. All applicants shall agree to a "Hold Harmless" clause indemnifying Burtchville Township from all liability. Failure to complete this form shall result in denial to use the facilities.
- C. If the applicant has complied with all the Policies and Rules, the deposit shall be returned within 15 business days or the next accounts payable day after the building has been inspected by the Building Supervisor.
- D. The key to the chapel must be picked during business hours which are Monday through Thursday, 8:30 a.m. to 4:30 p.m. Burtchville Township will not be responsible for anyone forgetting to pick up the key. The key must be returned to the Township Chapel by the next business day after the event. It may be dropped into the drop box at front of the building.**

#### **III. PROHIBITED TYPES OF ACTIVITIES**

- A. The following types of activities shall be prohibited:
1. The sale and/or consumption of Alcoholic Beverages.
  2. The sale and/or consumption of any type(s) of illegal drugs.
  3. Smoking is prohibited within 50 feet of the Township Building.
  4. Violation of any Township, County, State, or Federal Law, Statute or Ordinance.
  5. Any form of gambling, contrary to the laws of the Municipality, State, or Federal Government.
  6. Activities that block fire doors, means of egress or block or tamper with any fire or safety protection equipment.

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7. Any activity, when the purpose of such use is to promote activities subversive to the Constitution or the laws of the United States or any subdivision thereof or to overthrow the government of the United States by any state of force, violence or other unlawful means.

#### **IV. USE RESTRICTIONS AND CONDITIONS**

- A. The application form must be signed by an individual, a member of the organization, group or business requesting the use of the Chapel who is twenty one (21) years of age or older and is able to provide proof of additional insurance coverage should the Township feel their activity requires such.
- B. **The applicant must be in attendance the entire designated time of the event and make sure the guests understand and follow the rules and policies. The applicant will be held responsible to pay for any damages done by any member of the group.**
- C. The building **MUST** be cleaned and restored to its original condition. The applicant is responsible for the removal and disposal of all trash.
- D. **NOTHING** is to be adhered to any surface. Weighted helium balloons and decorations may be tied to the pews.
- E. **ONLY BATTERY OPERATED DECORATIVE CANDLES ALLOWED.**
- F. Violations of any rule or policy shall result in a forfeiture of the deposit, liability by the applicant for actual amount of damages incurred by the Township and denial of future use by this applicant and/or group.
- G. There is a 2 hour time limit for use of the building for weddings.  
No personal property shall be on the premises, other than during the rental period.
- H. The event, including clean-up time, must end by 9 p.m.
- I. The applicant agrees to indemnify Burtchville Township and its Members or agents against all liability to persons or property on the premises.
- J. A Building Supervisor, designated by the Township, shall be responsible for seeing that all policies and rules are followed. In the event the Building Supervisor becomes aware of a violation during a rental, he/she will give notice and time to comply. Upon failure to comply, the Building Supervisor may give notice to vacate and all users shall immediately vacate the building. Under these circumstances, the rental fee and deposit shall be forfeited.
- K. There are no restrooms or water available in the chapel.