



Courthouse Square Association Event Rental Agreement 1845 Courthouse

Groups or individuals wishing to use the facility must complete this form and submit it to Courthouse Square Association for approval. Requests are reviewed and considered individually and granted on a first come, first serve basis. Requests for extended use of the building will be considered individually and acted upon accordingly. All events must conform with CSA’s Rental Polices. Call with questions, 517-543-6999.

Name of organization – or – Other Parties (bride, groom, person paying rent)

Contact Person _____ Title _____

Residential Address _____

Mailing Address _____

Phone _____ Today’s Date _____

501(c)3 status, if business? (Yes/No) _____

Signature _____

Nature of function/event _____

Date of event _____ Time _____

Public ___ Private ___ Number of participants expected _____

Special needs _____

Fee:
Amount _____
Date Paid _____
Date Approved _____
Approved by _____

RENTAL FEE: \$100.00 **plus** \$50.00 key deposit (access for Fri-Mon,)

DEPOSIT AND FEE PAYMENT: *The \$50 deposit is required* and will be returned upon the satisfaction of CSA that all terms of the agreement have been met. **In case of cancellation, the deposit is non-refundable.**

A check or money order made payable to Courthouse Square Association for a minimum amount of the deposit must accompany the request form. Payment of deposit/fee does not guarantee approval of request. Deposit/fees will be returned if the request is not approved. Fees charged to groups with 501(c)3 status will be considered individually.

Rental fees must be paid in full 10 days prior to the event.

PUBLIC EVENTS: Public events will require proof of appropriate liability coverage and fees will be considered on an individual basis. Applicant assumes responsibility for any and all damages to property and contents as a result of the rental event. All applicants for events open to the general public must complete the “Public Events” form.