



Courthouse Square Association Event Rental Agreement 1885 Courthouse

Groups or individuals wishing to use the facility must complete the following form and the Public Events form (if applicable) and submit it to Courthouse Square Association at P.O. Box 411, Charlotte, MI 48813 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 to the attached rental policy. Call with questions, 517-543-6999.

Name of organization _____

Contact Person _____ Title _____

Residential Address _____

Mailing Address _____

Phone _____ Today's Date _____

501(c)3 status? _____

Signature _____

Fee:

Amount _____

Date Paid _____

Date Approved _____

Approved by _____

Nature of function/event _____

Date of event _____ Time _____

Public ___ Private ___ Number of participants expected _____

Special needs _____

Area Requested

- ___ Entire Building
- ___ Grounds only (qty _____)
- ___ Bldg & Grounds
- ___ Courtroom
- ___ Supervisor's Room
- ___ Judge's Chamber
- ___ Law Library
- ___ Rotunda

**FEE
SCHEDULE
(per day)**

BUILDING:

- Entire Building \$400
- Bldg & Grounds \$500
- Courtroom and 1 room for dressing \$250/5hrs (over 5 add \$25 per hour)
- Additional food fee \$25
- Ground Floor \$100 Rotunda \$150
- Law Library \$50

GROUNDS:

- Less than 12 hours: 1/4 grounds \$50
- 1/2 grounds \$100
- Whole grounds \$200
- More than 12 hours: whole grounds \$500

DEPOSIT AND FEE PAYMENT: A \$100 additional deposit is required, to be returned upon the satisfaction of CSA that all terms of the agreement have been met. **In case of cancellation in less than 10 days before an event the deposit is non-refundable.** A check or money order, made payable to Courthouse Square Association for the appropriate amount, 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.

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 rental event. All applicants for events open to the general public must complete the "Public Events" form.