



# 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 CSA's rental policy. 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? \_\_\_\_\_

Signature \_\_\_\_\_

Nature of function/event \_\_\_\_\_

Date of event \_\_\_\_\_ Time \_\_\_\_\_

Public \_\_\_ Private \_\_\_ Number of participants expected \_\_\_\_\_

Request use of tables and chairs? \_\_\_\_\_

Special needs \_\_\_\_\_

## Fee:

Amount \_\_\_\_\_

Date Paid \_\_\_\_\_

Date Approved \_\_\_\_\_

Approved by \_\_\_\_\_

## Area Requested

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

## FEE SCHEDULE (per day)

**Nonprofit 50%  
commercial rate  
when fundraising**

## BUILDING:

Entire Building \$600  
Bldg. & Grounds \$750  
Courtroom and 1 room for dressing  
\$375/5hrs (over 5 add \$25 per hour)  
Additional linen/food fee \$25  
Ground Floor \$150 Rotunda \$150  
Law Library \$75

## GROUND:

Less than 12 hours: 1/4 grounds \$75  
1/2 grounds \$150  
Whole grounds \$300  
More than 12 hours: whole grounds \$750

**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 of the event 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:** Not all public events will be approved, some do not meet the museum's mission. 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.