



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 _____
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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

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 the deposit is non-refundable.** A check or money order, made payable to CSA 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.