



Old Town Hall
486 Mill Street
Ortonville, MI 48462
(248) 627-4976

Hall Capacity – 78 Persons

Rental Fees:

Village Resident \$25

Non-Village Resident \$50

(Rental Fees are per use)

Fees may be waived for certain community groups at the discretion of the Village Clerk or Manager.

Application / Facility Use Agreement - Old Township Hall

Organization: _____

Applicants Name: _____

Address: _____

Phone: _____

Describe Activities Planned: _____

Date(s) of Activity: _____ Time: _____

Is this a recurring use? Yes or No (Circle one) If so, what is the last date of use? _____

Number of people attending (Hall capacity is 78 persons): _____

Ages of those attending: _____ Is the general public welcome ___Yes ___No

Additional comments: _____

Applicant (check): ___Village Resident (must live WITHIN Village) ___Non-Village Resident

Fee Paid: \$ _____

Date Paid: _____

The use of the Old Township Hall is subject to the Rules and Regulations set forth by the Village of Ortonville. Applicant must be authorized by the organization in which they represent to sign on their behalf. The applicant/organization agrees to assume any responsibility.

- The Village reserves the right to cancel a meeting due to unforeseen Village Business.
- If for some reason your group must cancel the reservation, please contact the Village Offices immediately.
- A key for the use of the facility must be signed out from the Village Office, 9 am – 5 pm (Monday thru Friday) the day of or day before the event. **It is the responsibility of the applicant/user to pick up the key DURING BUSINESS HOURS. The Village will not assume responsibility for users who do not pick up the key before the scheduled use.**

The key must be returned within 24 hours of use either to the Village office during business hours or placed into the Village drop box.

- The renter/user agrees to defend, indemnify and hold harmless the Village of Ortonville from any claim, demand, suit, loss, cost of experience, or any damage which may be asserted, claimed or recovered against or from renter/user by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death, arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense if caused in whole or in part by the negligence of the renter/user, or by third parties, or by the agents, servants, employees or factors of any of them.
- Applicant acknowledges they have received/reviewed Rules and Regulations for use of the Old Town Hall

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Applicants Signature _____ Date: _____

Authorizing Signature _____ Date: _____