



SHARON TOWNSHIP

18010 W. Pleasant Lake Rd, Manchester, MI 48158

PH: 734-428-7591 FAX: 734-428-9250

www.sharontownship.org

Thank you for your interest in renting the Sharon Township Hall. Please find attached the Sharon Township Hall Rental Policy. The Hall is a government facility and is used for Township business on a regular basis. To allow residents to rent this building for personal events, the hall must be maintained in a professional manner. Please allow time for room setup and clean up in your requested rental. All renters are required to provide a one-week cancellation notice to the Township. If you have any questions, please contact the Sharon Township office at 734-428-7591.

SHARON TOWNSHIP HALL RENTAL AGREEMENT

Please fill out completely.

Person/Organization: _____
Please print.

Address: _____

Cell: (____) _____ Work: (____) _____ Email: _____

Date requested: ____/____/____ From: _____ a.m./p.m. To: _____ a.m./p.m.

Purpose of rental: _____

Please note: You will receive a written email confirmation which will provide confirmation for the date of your event.

Please write **two separate** checks payable to Sharon Township, check one for the \$100.00 rental fee and check two for \$50.00 security deposit (*your deposit check will be returned once the Township Hall has passed the cleaning inspection*).

The applicant agrees to abide by the Sharon Township Hall Rental Policy. I have read and understand and agree to all terms stated in the Sharon Township Hall Rental Policy in its entirety.

Applicant Signature: _____ Date: ____/____/____

FOR TOWNSHIP USE ONLY

Applicant: _____ Date Requested: ____/____/____

Rent check received: ____/____/____

Security Deposit check received: ____/____/____

Confirmation emailed: ____/____/____

Hall inspected: ____/____/____

Security Deposit returned: ____/____/____

Township Employee initials: _____