

Brady Township Hall Rental Rules

Decorating:

1. ONLY crepe paper streamers may be attached to the ceiling with paper clips at metal ceiling grids.
2. DO NOT attach anything to walls, light fixtures or fans.
3. NO tacks, nails or hot glue may be used in decorating — Only masking tape may be used.

Table:

1. Paper, plastic or cloth tablecloths must be used when food or beverages are served.
2. HOT FOOD must be served on kitchen counters or BROWN tables ONLY.
3. Resin (white granite color) tables must NOT be used for serving HOT food.
4. Damaged resin (white granite color) tables will be replace by renters at current table cost. (approximately \$210)

Cleaning:

1. Clean up all refuse, paper tablecloths, cups, plates, beverage containers, etc. INSIDE hall and on hall GROUNDS.
2. Place all trash in bags, put all bags in dumpster located outside kitchen door.
3. Wipe off used tables and remove any masking tape. Leave chairs folded on top of tables.
4. Stoves and ovens must be wiped clean and any spills cleaned up (if not left clean — renter will be charged for cleaning)
5. The kitchen counter must be wiped clean.
6. All bathroom waste baskets must be dumped/bags placed in the dumpster.
7. Turn off all fans, lights, including bathrooms.
8. Lock the south entrance door, lock the east entrance door with the key, leave the key on kitchen counter and exit by kitchen door.
9. Text or Call Lisa at (989) 413-3923 when leaving hall, so she can come and clean hall.

THANK YOU