

GREENWOOD TOWN HALL \ PAVILION RENTAL INSTRUCTIONS

To reserve the Hall or Pavilion, please contact the township clerk at [218-753-2231](tel:218-753-2231).

A damage deposit is due when reserving. The deposit is due no later than 5 business days before the day of the event. A key can be picked up prior to the event from the clerk.

Payment shall be made out to Greenwood Township.

The deposit will be refunded at the next business meeting following the rental, as long as there are no damages.

Renters are responsible for:

1. Wiping down all tables and chairs and putting them away.
2. Washing all dishes used, drying and putting away.
3. Washing out all coffee pots, pans, utensils, etc. and putting away.
4. Removing all trash, decorations, etc.
5. Removing any personal items from the kitchen, hall or pavilion.
6. Ensuring that all lights and heat are turned down (heat-no less than 60).
7. NO SMOKING.
8. No open flames or candles.
9. No liquid filled balloons.
- 10.No confetti or shredded materials.
- 11.If leaving the building, be sure that the main entry door is locked.
- 12.Checking the parking lot for any debris that guests may leave behind.
- 13.Ensuring that the use is within the time specified in the rental agreement.
- 14.Drop the key off in the drop box by the township office door.

< 30 people \ no charge \ with a \$50.00 damage deposit

> 30 people \ no charge \ with a \$100.00 damage deposit

Large events \ no charge \ with a \$200.00 damage deposit

Events with alcohol \ with a \$200.00 damage deposit and either off duty or hired law enforcement for the duration of the event