

RULES TO BE FOLLOWED WHEN RENTING KAWKAWLIN TOWNSHIP HALL

- . When leaving, make sure all lights are turned out, except exit lights, and marquis over bar.
- . Check all exit doors and kitchen door to make sure they are locked.
- . Go out the main door, and make sure it is locked.
- . Food and beverages may be left overnight in our cooler, however, there will be a 25.00 charge, and must be picked up before 9:00 a.m. the following day.
- . Children must be supervised while at the hall or security guards may intervene.
- . Please do not slide tables, it marks the floor!
- . For any decorating rule broken, \$25.00 will be deducted from your damage deposit.
- . Chairs and tables are not to be taken outside of the hall.
- . Doors are to be kept shut. The hall is air conditioned.

THINGS TO DO AFTER PARTY

- . Remove all decorations.
- . Remove extra food and beverages from hall.
- . Clean off all tables, and take trash out to dumpster
- . Everyone must be out of hall by 1:00 am and all doors locked.
- . Turn in hall key

Thank you and enjoy your event at Kawkawlin Township Hall.

Dennis Finn
Hall Manager
989 459 8585