

Hall Renter Guidelines:

We are pleased that you are using our hall and hope you find it a pleasant experience. We are proud of our facility and hope to keep it in good condition for all who wish to use it.

Keys and security information must be picked up between 8am – Noon on the Friday prior to your event unless other arrangements have been agreed upon.

Obligations of those renting the Pine River Township Hall-

- Turn security system off when entering and on when leaving the hall.
- Be sure guests comply with the no smoking, no alcohol policy.
- Keep exit doors clear of obstacles at all times.
- Keep doors and windows closed so furnace/AC can work properly.
- Do not remove any township property from the hall.
- No nails, tape, tacks or sticky stuff on the walls.
- Return all tables and chairs to their original location by the end of rental time.
- Remove all personal belongings, decorations, dishes, food and trash from the property.
- Be sure all lights are off when leaving (including restrooms).
- Be sure all doors are closed and locked.
- Leave key in the drop box when finished.

Information you may find helpful –

- Seating set for 63 - 96.
- Hall capacity is 125.
- Rental time is 8 am – 10 pm unless special arrangements have been made.
- 5 – Six foot rectangle tables (for serving)
- 9 (to 12) - 60” round tables for seating
- 96 chairs
- 30’ Range
- 20 cu.ft. Refrigerator
- 1000 watt Microwave
- 55 cup Coffee maker
- 10 cup Coffee maker
- Lots of counter space.

Heating/cooling. Use arrows to increase or decrease temperature – thermostat will return to current temperature while it heats or cools.

Enjoy the facility!
The Pine River Township Board