



## HARTLAND MUSIC HALL RESERVATION APPLICATION

Return to: Meeting Room Coordinator  
PO Box 308, 3688 N. Hartland Road  
Hartland, MI 48353  
[musichall@cromaine.org](mailto:musichall@cromaine.org)

For more information call:  
Don Thompson, Caretaker  
248-887-2164. Hall location:  
3619 Avon St, Hartland MI 48353

Circle day(s) requested: Mon Tues Wed Thur Fri Sat Sun

Circle frequency: Monthly Weekly One- or two-time: \_\_\_/\_\_\_/\_\_\_; \_\_\_/\_\_\_/\_\_\_

From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Month/date/year

Month/date/year

Time of use \_\_\_:\_\_\_ AM/PM to \_\_\_:\_\_\_ AM/PM Start Time: \_\_\_:\_\_\_ AM/PM

Organization: \_\_\_\_\_

Type of activity: \_\_\_\_\_

Name of adult supervising group: \_\_\_\_\_ Phone: \_\_\_\_\_

Requested by: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Circle equipment desired on stage: Podium Tables: \_\_\_ # Chairs: \_\_\_ # Décor

Number expected to attend: \_\_\_\_\_ Admission fee: \_\_\_\_\_ Collected on site? Y/N

Purpose of proceeds: \_\_\_\_\_

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please carefully review the guidelines for use of Hartland Music Hall on the reverse. Applicant agrees and ensures that their guests and associates will abide by these guidelines. Initial here \_\_\_\_\_ that you have read and understand these rules.**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Public/Private Use Routed to: \_\_\_\_\_

Rental fee per hour, including caretaker: \_\_\_\_\_ Special Notes: \_\_\_\_\_

3688 N. Hartland Road ♦ P. O. Box 308 ♦ Hartland, Michigan 48353

P: 810.632.5200 ♦ F: 810.632.7351

WWW.CROMAINE.ORG

# GUIDELINES FOR USE OF HARTLAND MUSIC HALL

The Hartland Music Hall is a historic landmark in our community. Your cooperation in observing these guidelines is essential and appreciated to preserve this facility for future generations' use. Thank you!

- The applicant is fully responsible for the facility. The applicant agrees to defend, indemnify, and hold harmless Cromaine District Library (CDL), Hartland Consolidated Schools Foundation (HCSF), Hartland Consolidated Schools (HCS) and their boards, employees, foundations, and representatives from any and all claims, actions, judgments, and expenses including claims, attorney fees and damages in connection with its activities resulting in loss of life, bodily or personal injury, product liability claims, and/or damages to property arising from or out of use by the Applicant/User or its agents, members, partners, associates, or employees.
- It is the applicant's responsibility to ensure that the attendees of the activity/event understand that it is not offered by CDL, HCSF, or HCS and therefore they acknowledge that they are attending/using the facilities at their own risk. Additionally, insurance liability/coverage is provided through the Applicant/User and not the CDL, HCSF, or HCS.
- To ensure future use of this facility, please be sure to leave room and equipment in proper condition and furniture arranged as found. For private events only, the caretaker will address these: \*Secure all doors and windows before leaving. \* Turn out all lights. \*Empty trash and remove from building when leaving. \*Check restrooms to make sure all water is turned off. \*Make sure all toilets are flushed. \*Clean up areas used. \*Unplug all electrical equipment used. \*Walk through building before leaving to make sure no one remains. \*Make sure all exits are clear of equipment, chairs, etc.
- Use of the Kilgen organ is by trained and permitted individuals only. Protect the organ and piano by keeping all items off these instruments.
- If a key to the Music Hall has been issued it is only to be used during the organization's reserved times on the reservation application.
- No food or beverages are permitted in the Music Hall. Refreshments may be served in the lobby or on the front porch, but cannot be taken into the Music Hall auditorium.
- No smoking is allowed within 25 feet of any doors. No alcohol is allowed on the property.
- No pets are permitted in the Music Hall or on the property. Service animals are allowed.
- A non-refundable deposit of one hour's rental, \$150, is required to secure your event. The balance of the rental is due at least two weeks prior to the reserved event. An email reminder will be sent.
- Tape, nails, or placement of any items on the walls is prohibited. Any building repairs, paint, or other modifications require prior approval.
- Parking is not permitted on the lawn or sidewalk surrounding the Music Hall. Parking is available in the lot ½ block north of the Music Hall at Henry Street and Avon/Hartland and along Avon/Hartland Streets to the north and School Street to the east.
- If required to cancel a reservation due to circumstances beyond our control, e.g., weather, loss of heat, etc., a full refund of your deposit will be made.

Your application for use of the Music Hall and its acceptance by the Cromaine Library constitutes your agreement to abide by these guidelines. You are responsible to assure that your organization's guests and associates also abide by these guidelines. Failure to do so, as well as damage during your use of the Music Hall, will result in additional custodial and/or repair charges.