



IMPORTANT TCSL Hall Rental Guidelines

Our upper floor seats 185 and lower level seats 147. Ample parking is available for you guests in our upper (south) lot. Other amenities include a public address system, free Wi-Fi, (2) projectors, stage, a gazebo is available, extra-large fire pit, (2) outdoor decks and a children's play area.

Access to the facility for setup/decorations will be provided prior to the event upon appointment with Hall Rental Chair. TCSL has tables and chairs available as part of its rental. A scaled map is available to help with planning.

Decorations are to use existing wires and hooks. No taping or nailing is allowed to the walls. All decorations/table settings are to be removed at the end of the event. It is the responsibility of the renter for any and all damages to the facility.

TCSL is a non-smoking facility. Smoking is permitted outside and on the porches. Outdoor ashtrays are provided and shall be used.

SECURITY DEPOSIT

\$350, \$450 or \$650 Security deposit is required at signing of contract and we will hold your event date on our calendar. A Catering deposit in the amount of 50% of the per plate amount will be due 2 weeks prior to the event.



NO OUTSIDE BEVERAGES ARE ALLOWED

Alcoholic beverages are to be consumed inside the building or fenced in patio areas only. Guests cannot wander the property with alcoholic beverages beyond those areas. It is your responsibility to ensure all guests are aware of this provision. Violations of State of MI Liquor Laws will be cause for ending the event abruptly.

NO OUTSIDE CATERERS ARE ALLOWED

Use of the kitchen is not included in the Hall Rental. If the kitchen is going to be used a TCSL authorized representative must be present and an additional charge, "Kitchen Rental", will be added to the bill.

NO OPEN FLAMES ARE ALLOWED