

Rental Agreement for Use of Township Hall

Group or Lessee Name: _____

Date of Rental Event: _____ Time: From _____ To _____

Purpose of Rental Event: _____

Contact Person: _____

Address: _____ City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

- 1. FULL PAYMENT:** All checks should be made payable to Greenwood Township. *Payment of the Rental Fee and the Deposit must be made in advance to confirm the reservation for the township hall.* Any deviation in this procedure is subject to Township discretion. The Security Deposit will be refunded after the function, provided no damage has occurred. Rental Fees are not refundable.
- 2. AGREEMENT:** The lessee shall indemnify the Township and insurers from any and all damage, cost, or expenses, including attorney's fees, by any person or entity in law or equity that may at any time arise, be claimed, or be set up because of damages to property, bodily or personal injury caused in any manner by the lessee's use of the premises in conjunction with this Agreement to the extent such damages, costs or expenses are caused by any act or omission of the lessee, or its agents, employees or contractors. If lessee fails to pay any fees or monies due, then lessee agrees to pay all costs, fees and attorney fees associated with the collection of those debts. All Township Ordinances apply to this application. The lessee shall agree to pay for any damage exceeding the original deposit amount. Greenwood Township is not responsible for any lost or stolen property.
- 3. SECURITY DEPOSIT:** There shall be a Security Deposit paid in cash or check to be held by the Township as security of all terms and provisions of this Agreement. Upon full performance of the lessee of all the obligations due under the Agreement, and as stated in the Rental Policy, the Security Deposit will be returned. The Security Deposit does not bear any interest. *The primary reason for retaining the Security Deposit is to ensure that the lessee returns the Township's facility to its original condition prior to the rental event.* Breach of any terms and/or provisions of this Agreement may result, at the discretion of the Township, in the complete forfeiture of the Security Deposit. In addition, the forfeiture of the Security Deposit shall not prevent the Township from taking legal action that may be necessary to recover any costs and damages incurred as a result of the lessee's use of the Township facility. Deposit refund checks will be mailed out after the monthly meeting to the person and address listed above on this rental agreement. If all tables and chairs are not returned to the configuration in which they were found before the rental event, a \$50 fee will be charged.
- 4. ALL MICHIGAN AND FEDERAL LAWS MUST BE FOLLOWED AND OBEYED**

RENTAL FEES FOR HALL

4 – 6 hr rental

6+ hr rental

Government Entity or 501-C Non-Profit

RESIDENT

\$85

\$150

No Charge

NON-RESIDENT

\$100

\$175

No Charge

SECURITY DEPOSIT

\$150

\$150

No Charge

Any charges for rental times not shown above shall be subject to Township discretion.

Township Hall Rental Policy

1. Any decorating, that will be done before the rental time/date, shall be up to the Township's discretion. We will not permit affixing anything to the walls or ceilings in the hall. A roll of blue painter's tape can be provided for the purpose of putting up wall decorations. All decorations must be removed before the end of the rental period. Any decorations left in the hall will be disposed of.
2. The Township will not accept any responsibility for any special cakes or decorations brought into the hall before the rental period.
3. Smoking is strictly prohibited in the building. Cigarette waste is to be cleaned up from around the outside of the building following the rental event.
4. The Township does not provide sound equipment and/or loudspeakers.
5. ***Please do not drag tables /chairs across the floor. All tables and chairs must be returned to the configuration in which they were found before the rental event.***
6. It is the responsibility of the renter/caterer to ensure that the kitchen and bathroom facilities are left clean at the end of the rental event. A \$50 cleaning fee will be charged if the following tasks are not completed, for any reason.
 - ***All countertops, cabinets, sinks, and appliances are to be wiped down.***
 - ***Garbage must be bagged and put into the outdoor provided containers.***
 - ***All leftover food and beverages must be removed from the hall after the rental event.***
 - ***Tables and chairs must be returned to their original position.***
 - ***The floor should be swept or 'swiffered' as needed.***
7. No open flames (i.e. candles, oil lamps, etc.) are allowed within the hall. "Sterno" is the only open-flame product approved for use. They must be used with chafing dishes only. Do not dispose of any used, or partially used, "Sterno" containers at the hall.
8. The Township does not supply any of the following items: cooking utensils, dishes, glasses, silverware, or table linens. Cleaning supplies such as soap, cleanser, Swiffer, broom, and towels are provided.
9. Beer and wine are permitted on the premises but **cannot be in glass containers**. Liquor is prohibited. If beer and/or wine is going to be served, it must be provided free of charge. Evidence of Host Liquor Liability Insurance coverage must be provided, with policy limits of \$1,000,000 per event, and Greenwood Township must be shown as an additional insured. Insurance must be in the name of the person or organization renting the hall. All beer and wine must be removed from the premises at the end of the rental event. Under no circumstances shall minors be served any type of alcoholic beverage.
10. With the exception of a "seeing eye dog" or other official service animals, no pets or animals will be allowed in the hall.
11. No rental event shall run past 2:00 am.
12. ***All lights in the hall must be turned off upon leaving the facility. All entrances will be secured and locked when leaving the building at the end of the rental event.***
13. Please understand that the use of the hall in the future is dependent on following ALL terms of this agreement.

I understand and agree that all parties occupying the Township property during the rental event will abide by all the rules and regulations set forth and will be monetarily responsible for any damages or cleaning fees that might occur while on the property.

Signature: _____ Date: _____

OFFICE USE

Rental Fee

Paid Date:

Total
Amount:

Deposit Fee

Paid Date: