



3447 West Temple Dr. - Harrison, MI 48625

Rental Agreement for Use of Township Pavilion

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 pavilion.* Any deviation in this procedure is subject to Township discretion. The Security Deposit will be refunded after the function, providing 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 before 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 because of the lessee's use of the Township facility.

4. ALL MICHIGAN AND FEDERAL LAWS MUST BE FOLLOWED AND OBEYED

<u>RENTAL FEES FOR pavilion</u>	<u>RESIDENT</u>	<u>NON-RESIDENT</u>	<u>SECURITY DEPOSIT</u>
4 – 6 hr rental.	\$45	\$65	\$150
6+ hr rental	\$95	\$125	\$150
Government Entity or Non-profit Community Group	At Board Discretion	At Board Discretion	Waived at Board Discretion

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

Township Hall Pavilion Policies

1. Any decorating, which will be done before the rental time/date, shall be up to the Township's discretion. We will not permit affixing anything to the posts or rafters with staples or nails. All decorations must be removed before the end of the rental period. Any decorations left in the pavilion will be disposed of.
2. The Township will not accept any responsibility for any special cakes or decorations brought to the pavilion before the rental period.
3. Smoking is not allowed near the vegetation surrounding the grounds. Fire safety must be exhibited at all times. Cigarette waste is to be extinguished properly and disposed of ONLY in the container provided.
4. The Township does not provide sound equipment and/or loudspeakers.
5. Do not drag picnic tables across the concrete pad. All seating must be returned to the configuration in which it was found before the rental event.
6. It is the responsibility of the renter/caterer to ensure that the pavilion, grills, playground area, and adjacent grounds are left clean at the end of the rental event.
 - **All picnic tables are to be wiped down.**
 - **Garbage must be bagged and put into the provided containers.**
 - **All leftover food and beverages must be removed from the pavilion after the rental event.**
7. Except for grills and table-top units for maintaining warm foods, no open flames (i.e. candles, oil lamps, etc.) are allowed within the area. "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 on the township grounds.
8. The Township does not supply any of the following items: cooking utensils, dishes, glasses, silverware, or table linens.
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 pavilion. 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', no pets or animals will be allowed on township grounds.
11. No rental event shall run past 2:00 am.

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 that might occur while on the property.

Signature: _____

Date: _____

OFFICE USE

Rental Fee	Paid Date:	Amount:
Deposit Fee	Paid Date:	
Scheduled By:	Date:	