

SPEAKER TOWNSHIP

7630 Brockway Rd .. P.O. Box 177 .. Melvin, MI 48454

Speaker Township Hall Rental Agreement

Rental Date: _____

Name: _____ Phone: _____

Address: _____

The key for the hall may be acquired by prior arrangement with the custodian, Mr. Bill McLarty (810)712-3612.

1. The charge for rental of the township hall is \$50.00 for township residents and \$150.00 for non-residents. Payment is required when the key is received from the custodian. The rental date will not be reserved until the deposit is paid. Cancellations need to be made 7 days prior to the event to receive a deposit refund.
2. A \$50 deposit fee is also required, which shall be reimbursed if the following regulations have been met when checked by the custodian. If the hall is not left clean and in good condition, a custodial fee shall be deducted from the deposit. The renter is responsible for any damage that occurs during the time-period of the rental agreement.
3. **NO ALCOHOLIC BEVERAGES ARE ALLOWED ON PREMISES AT ANY TIME, AND NO SMOKING IS PERMITTED IN THE HALL BUILDING ITSELF. ANY VIOLATION SHALL RESULT IN THE COMPLETE FORFEITURE OF THE DEPOSIT AND IN ANY FURTHER PERMISSION TO RENT THE HALL FACILITIES.**
4. All tables are to be left up. Please remove all tape from the tables.
5. Renter must supply dish soap, food, dish towels, and table coverings. Please leave the kitchen in a clean condition. Please do not leave anything in the refrigerator or cupboards. Dust mops, brooms and cleaning supplies are available for cleanup.
6. Garbage bags are available. Remove all garbage, do not leave on premises. Please empty all waste baskets in the kitchen and bathroom. The township has garbage pickup (The small key on the key ring unlocks the dumpster).
7. Toilet tissue and hand towels are available. Toilets are to be checked to ensure the tank is full and not running. Also check drinking fountain.
8. Make sure all lights are off before leaving building. (Only exit lights remain on). Be sure to check thermostats for heat (60) and/or air turned off.
9. All windows are to be closed and locked. Close the doors between rooms, especially in winter. Front door is to be locked and key returned to custodian. Premises needs to be vacated by 11:00 p.m.
10. Nothing belonging to the township is to be removed from the premises.

SPEAKER TOWNSHIP HALL RENTAL AGREEMENT

This rental agreement entered into on the _____, day of _____, 20____, between the Township of Speaker (hereafter referred to as township) and _____ (hereafter referred to as renter)

The township hereby agrees to rent the meeting room and related facilities in the township hall to renter during the following period: _____.

The Renter agrees to pay rent in the amount of \$_____ for the use of the township hall for the above period. In addition, the renter agrees to pay a deposit of \$50.00 to cover any additional maintenance or damage which may result from the renter's use of the township hall. The rental amount and deposit shall be paid at the time this agreement is signed. The rental date will not be reserved until the deposit is paid. Cancellations need to be made within 7 days prior to the event to receive a deposit refund.

Renter agrees to limit the use of the township hall during the rental period to the following use: _____.

Renter agrees that the township hall shall not be used for any other purpose than one described in the previous paragraph unless the renter first acquires the written permission of the township for additional use.

Renter understands that **NO ALCOHOLIC BEVERAGES** are permitted in the township hall or on the township property.

Renter is responsible for leaving the hall in the condition in which it was found, cleaning the coffeemaker and removing the trash. Failure to do so will result in forfeiture of deposit. Premises will be vacated by 11:00 p.m. Absolutely no parking in front of the fire department bay doors, this will result in cars being removed and the forfeit of the \$50.00 deposit.

Township reserves the right to terminate this agreement or to remove the renter or any of the renter's guests in the event the requirements of this agreement are violated or any dangerous or unlawful activity is permitted to occur on township property during the time covered by this rental agreement.

Renter agrees to conduct its activities on township property so as not to endanger any person or to indemnify and save harmless the township against any and all claims for injury to persons or property arising out of the activities conducted by the renter on the township hall property.

TOWNSHIP OF SPEAKER

RENTER

BY _____

BY _____

BY _____

BY _____