

SPEAKER TOWNSHIP HALL RENTAL AGREEMENT

7630 Brockway Rd., Melvin MI 48454 – (810) 387-3356

This Hall Rental Agreement, hereafter referred to as "Agreement", is entered into on the ____ day of 20____, between the Township of Speaker, hereafter referred to as "Township", and _____, whose address is _____, hereafter referred to as "Renter".

The Township hereby agrees to rent the meeting room and related facilities in the Township Hall to the Renter during the following period:_____.

Please check one: ____ Resident \$75.00 ____ Non-Resident \$125.00 ____ Discount \$100*

*If 26 or more days are reserved per year, a discounted rate of \$100 per rental shall be charged.

Renter agrees to pay rent in the amount indicated above 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 that may result from the Renter's use of the Township Hall.

The rental amount and deposit, totaling \$_____, shall be paid at the time this Agreement is signed and submitted with 2 separate checks, one for the rental rate and one for the deposit, made out to the **Speaker Township Treasurer**.

Please send the check and agreement to: **P.O. Box 177, Melvin, Michigan 48454**.

Renter shall not assign this Agreement without the prior written consent of Township.

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 the one described in the previous paragraph unless the Renter first acquires the prior written permission of the Township for the additional use.

During the course of this Agreement, Renter shall comply with all laws of the United States, the State of Michigan, County of Sanilac, and Township.

Renter is responsible for the conduct of their invitees at all times during the approved rental period. **Renter understands that no alcoholic beverages are permitted** in the Township Hall or on the Township grounds and that smoking and vaping are not permitted within the Township Hall.

Tobacco byproducts such as cigarette butts or chew tobacco deposits shall not be left after an activity or event on the premises. A violation of this clause will result in the forfeiture of Renter's deposit.

Renter is responsible for leaving the Township Hall in the same condition in which it was found, including, but not limited to:

1. Cleaning the coffeemaker; and
2. Returning all tables and chairs back to where they were found with three tables left up, making sure that all tape is removed from the tables, if applicable; and
3. Washing any items left in the sink, cleaning the kitchen, and emptying the refrigerator. Renter must supply their own dish soap, food, and dish towels, including coverings. Dust mops, brooms, and cleaning supplies will be made available by the Township; and
4. Emptying all wastebaskets and removing all garbage from the Township Hall. Renter is responsible for providing their own trash bags and removing all garbage from the premises at the conclusion of their event as the Township **does not** provide garbage pickup; and
5. Checking the toilet tanks to ensure they are full and not running. Toilet tissue and hand towels will be made available; and
6. Turning off all lights at the conclusion of the event. Only the exit lights shall remain on; and
7. Check the thermostat for heat and air before leaving. In the winter, Renters shall turn the thermostat down to 60 degrees; and
8. Closing and locking all the windows at the end of the event. Please be sure the doors between the rooms are closed at the end of the event, especially in winter. The front door is to be locked and the key returned to the Township's custodian or left in a Township-designated lock box no later than the following business day; and
9. Ensuring that nothing belonging to the Township is removed from the premises at the conclusion of the event.

Failure to do so will result in forfeiture of Renter's deposit.

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

Renter agrees to conduct their activities on Township property so as not to endanger any person. Renter further agrees 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.

RENTER

For Office use only:

BY: _____

Agreement received- _____

Rental fee deposited- _____

Deposit returned- _____