

# RENTAL AGREEMENT FOR USE OF CHESTER TOWNSHIP HALL

Renter Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number \_\_\_\_\_

Rental Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Purpose: \_\_\_\_\_

Rental from \_\_\_\_: \_\_\_\_ AM/PM to \_\_\_\_: \_\_\_\_ AM/PM

|                    |                                    |  |
|--------------------|------------------------------------|--|
| <b><u>Fees</u></b> | <b>Resident Rate (to set date)</b> | <b>Non-Resident Rate (to set date)</b> |
|                    | <b>\$30.00</b>                     | <b>\$200.00</b>                        |

An additional \$100.00 deposit check is required when you pick up the key and a checklist for cleanup will be given to you.

**Renter agrees to the following:**

- No use before 8 AM or after 12 AM
- Hall capacity is 60 people, with 12 tables -(3) 2.5x8ft and (9) 2.5x6ft all rectangular- and 64 chairs
- **No alcoholic beverages** allowed in Township Hall or on Township Property.
- No smoking in the building, or within 25' of any door.
- No red colored punch or juice.
- The Renter will reimburse the Township for actual costs of any repairs needed as a result of damages.
- The Renter's use of the Township hall property is limited to the Community Room, kitchen and restrooms. **The Board Room, in the carpeted area, and any tables and chairs in it, is not for public use.**
- The Township is not responsible for lost or stolen items, anything left at the hall will be held for 30 days.
- The Township Hall is accepted in its present condition and will be returned to the Township in the same condition.
- The Renter shall indemnify, save and hold harmless the Township from any and all claims for Renter's guest or licensee.
- No holes shall be made in walls or ceiling. Do not put tape on walls or ceilings.
- During rentals, no doors are to be blocked open to the outside.
- No roller blade shoes or like items or bikes or any items that will leave marks on floor allowed in hall.
- The Renter will clean the Township Hall after use according to the checklist provided. You are responsible to complete the check list and leave it with the key in the drop box outside the entry door at the end of your rental.
- You may pick up the key the week prior to your rental. Please call ahead to make arrangements.
- You are not allowed into the hall until the reserved time of the rental.
- Your deposit check will be returned to you if you have followed all of the above.
- Township business, elections, other meetings, etc. take precedence over rentals.
- The "Township" hereby rents to the Renter, the Chester Township Hall, 3509, Sehler St., Conklin, MI. Full payment for use of the Township Hall must be made at the time the agreement is signed. We cannot hold the date requested until full payment is made and the contract is completed.
- The "Township" shall only be liable for any loss, damage or injury which results from a building defect, as provided by applicable Michigan law, if that defect is not caused by the Renter.

\_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_ has read, and agreed to follow, the rules of the rental agreement.  
 Signature Date

|                          |                          |
|--------------------------|--------------------------|
| Payment to set the date: | Key Pick up and Deposit: |
| Paid Date                | Key Pick up Date         |
| Rental Check #           | Key Picked up By         |
| Received by              | Deposit Check #          |

### **RENTER'S CHECKLIST**

***This must be completed following your rental.***

- Sweep floors and wipe up major spills.
- All tables and chairs are washed clean and **left up.**
- No tables or chairs were taken out doors.
- No hot food items were on tables without hot pads.
- All spills wiped up on counters and in refrigerator.
- Microwave was cleaned of any spills.
- All items were removed from the refrigerator and taken home that were brought.
- Bathroom is clean, water off on sinks and toilets flushed.
- Lights turned off.
- Trash bags tied shut, taken out and put in the dumpster. (Dumpster behind building on the west end)
- Key and this list left in outside drop box.

Please sign \_\_\_\_\_

Date \_\_\_\_\_

*Your deposit check will be returned by mail if all of the above is completed and no physical damage is done to the building.*