

RICHLAND TOWNSHIP HALL

RENTAL AGREEMENT

The Richland Township Hall is rented under this set of rules and adjoining agreement:

1. The hall is available for rental to ONLY Richland Township residents/land owners and only for functions concerning his or her immediate family. Examples: Showers, retirements, anniversaries, communions, reunions, graduations, etc.
2. The rental fee is \$100.00 with a refundable \$150.00 security deposit.
3. The person renting the hall is responsible for the conduct of those attending the event in the respective building and on township grounds.
4. NO SMOKING is allowed on the township grounds or inside the township hall building. If a violation occurs, the renter forfeits his/her security deposit and all household rental privileges.
5. Alcoholic beverages are NOT allowed on township property. If a violation occurs, the renter forfeits his/her security deposit and all household rental privileges.
6. The areas included in the rental are the meeting room, kitchen, parking lot, and pavilion. Rental will include the use of the 14 – 8 ft. rectangle tables, 70 banquet chairs, 6 picnic tables, and full use of the kitchen. The kitchen includes 2 stove/ovens, 2 large refrigerators with freezers, 2 microwaves, 2 sinks and a large prep space. Tables and chairs may not be removed from the building for any reason.
7. At no time may more than 100 persons be in attendance to comply with regulations set forth by the State Fire Marshal's Office which can be contacted at (517) 241-8847.
8. The first consideration for use of the hall is, and will always be, for the purpose of the Township's business or activities. Every possible effort will be made to assure that conflict of interest does not arise between the hall use for personal events and township activities. However, in the event that an occasion occurs where the Township must have access to the hall and a personal event has already been scheduled, the person renting the hall will relinquish his or her rights to the use of the hall and all money will be refunded or used towards an alternate date.
9. Set-up times for events are subject to the discretion of the person in charge of hall rentals. Do NOT at any time leave the hall unlocked and unattended.
10. The rental span will be for one full day unless otherwise stated in the agreement. Renting hours will not exceed 12:00 AM (midnight).
11. Bands and DJ's are not allowed on the premises. Gambling of any type is not permitted.

12. Room decorations may **NOT** be attached to the walls, ceilings, lights, doors or floor in any manner. This includes tape, staples, thumb tacks, glue or any form of adhesive. There is to be no glitter, silly string, confetti or rice used on the property both inside and outside. Decorations (including the tape) that are attached to the tables must be removed before returning them to the storage room. It is the renter's responsibility to make sure that all persons decorating for an event are made aware of these restrictions. Violation of this paragraph will result in a minimum charge of \$50.00 plus any other cost to remedy damages resulting from the violation.
13. To obtain a refund of the security deposit, the hall needs to be left in the same condition as when you arrive. Cleaning supplies, vacuums, broom and wet mop are furnished by the township. Failure to complete this "end clean-up" will result in the forfeiture of your security deposit plus any additional charges incurred due to negligence or damages and future use of the hall will not be allowed.
14. The following list of "end clean-up" duties must be completed:
 - a. All decorations, personal belongings, food and trash must be removed from the premises. There is no garbage tote/pick up at the township.
 - b. **Clean** tables and chairs before returning to the storage closet.
 - c. Carpet and rugs vacuumed, vinyl floors swept and mopped.
 - d. Kitchen counters, sinks and appliances wiped clean.
 - e. Bathroom waste baskets emptied and sinks and counters wiped clean.
 - f. Clean garbage bags placed in the large trash cans.
15. Snow removal from the parking lot will be provided by the township's contractor. Snow removal from the sidewalks and entrances will be the responsibility of the renting party. Snow shovels and ice melt will be provided by the township.
16. Anyone not complying with the rules of this agreement is subject to a fine in the amount of the security deposit. Repeated noncompliance will result in a ban from future rental of the townhall.
17. The key for the hall is available for pick up at the Rental Coordinator's residence (7754 S LaChance Rd. McBain, MI 49657) on the day of the event unless other arrangements are made directly with the Rental Coordinator. Please contact the Rental Coordinator at (231) 429-2445, with any questions.

Please return the signed rental agreement with 2 separate checks (\$100.00 rental fee and \$150.00 security deposit) made out to Richland Township to:

**Richland Township Clerk
9698 W Cavanaugh Rd
McBain, MI 49657**

The security deposit check will be sent back or destroyed once the event has taken place and the hall is confirmed to be cleaned properly with no damages. Use the reminder checklist to ensure proper clean up.

RICHLAND TOWNSHIP HALL

RENTAL AGREEMENT

Date of Event: ____ / ____ / ____ Time of Event: _____

Renter Information:

Name: _____

Address: _____

Phone Number: _____ Email: _____

Alternate Contact: _____

Alternate Phone Number: _____

Date of Contract: ____ / ____ / ____

Rental Fee Paid: \$ _____ Deposit Fee Paid: \$ _____

I agree to abide by all the rules established by the Richland Township Board. The Renter will indemnify Richland Township and save it harmless from and against any and all claims, actions, damages, liability and expense in connection with the loss of life, personal injury and/or damage to property arising from or out of the occupancy or use by the Renter of the leased premises or any part of the Township's property, occasional or wholly or in part by any act or omission of the renter, its agents, contractors, or guests.

Renter's Signature: _____ Date: ____ / ____ / ____

Reminder Checklist

- Floors swept, vacuumed and mopped.
- Any stains made on the carpet removed or reported to the Rental Coordinator
- Clean tables and chairs returned to storage closet
- Clean counters, appliances, and sinks in the kitchen if used
- Bathrooms tidy and trash removed
- All food removed from refrigerator, freezer, stoves and microwaves
- All belongings and trash removed (There is no garbage tote/pick up at the township. You will need to take trash with you)
- All lights and fans turned off. (Bathroom lights are on motion sensors) Thermostat returned to original setting if changed
- All windows and doors locked and closed tightly
- Key returned to the Rental Coordinator's house

Note: Cleaning supplies, paper towels, dishcloths and garbage bags are supplied by the township. All dirty pot holders, rags and towels can be returned with the key.