

HAMLIN TOWNSHIP HALL RENTAL AGREEMENT

Rental Hours 9 A.M. to 1 A.M. Township Hall Capacity: 175

Report any problems or concerns immediately to Township Supervisor,

Marta Greenslait (231) 794-9272

To qualify for the resident rate, the renter **MUST** be a Hamlin Township resident with proof of residency. Initial

HALL RENTAL RATES: Main floor only. Must vacate by 1 A.M.

Resident w/o alcohol	Deposit \$75.00	Rent \$100.00
Resident WITH ALCOHOL	Deposit \$300.00	Rent \$300.00
Nonresident w/o alcohol	Deposit \$200.00	Rent \$200.00
Nonresident WITH ALCOHOL	Deposit \$500.00	Rent \$500.00

Business Rental: MONDAY THRU THURSDAY ONLY.

NO Alcohol Allowed	Deposit \$50.00	Rent \$50.00
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Deposit is due upon signing of agreement. Balance is due when hall keys are picked up.

Keys can be picked up by 4:30 pm the last business day before rental.

Deposit will be refunded and mailed after an inspection of the premises to ensure that it is left in a clean and orderly condition. Initial

FACILITY MUST BE LEFT AS IT WAS RENTED

- Absolutely no tacks, staples, or tape is to be used for fastening decorations to walls, ceilings, doors or windows.
- Chairs and tables must be returned to their original place.
- Tape may be used to fasten decorations ONLY TO TABLES, but MUST be completely removed and tables MUST be washed.
- Absolutely NO glitter or confetti.
- Absolutely NO fireworks.
- It is the renter's responsibility to remove all garbage from the Townhall and grounds. Including parking lot.
- SERVICE PETS ONLY.
- The Hall will NOT be rented to OR for minors left without adult supervision at all times.

- The Hall will NOT be rented for profit making use where a cover charge or entrance fee will be charged.
- NO minor will consume alcohol.
- Will not Exceed Townhall capacity of 175
- Keys must be returned no later than 9 A.M. Next business day.

ANY VIOLATION TO RENTAL AGREEMENT WILL RESULT IN THE LOSS OF ENTIRE DEPOSIT

_____ Initial

*****Cancellation of rental agreement will result in loss of deposit following schedule.

***3 weeks or more prior to rental date, you will receive full deposit refund.

**2 Weeks or less you will forfeit ½ of your deposit.

ABSOLUTELY NO REFUND WILL BE GIVEN IF CANCELLED LESS THAN 1 WEEK FROM RENTAL DATE

- Any Township employee or Township Official has the right to terminate the rental agreement and request the renter and guests to vacate the premises in certain events, such as: Violation of any Federal, State or Local laws regulations; damage to the premises or any personal property. _____ Initial
- The renter is liable for all claims, injuries and litigation arising out of the renter’s use of the premises and for all the damages that occur while the hall is rented in their name. The renter understands that if damages exceed the amount of the deposit, he/she is liable for the additional expenses that accrue to return the Townhall to its original condition. _____ Initial

ALCOHOL on Premises YES NO _____ Initial _____ Initial of Employee/Official

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 RENTALS WITH ALCOHOL ABSOULETLY MUST PROVIDE A COPY OF THE RENTERS HOMEOWNERS INSURANCE POLICY WITH A HOST PROVISION AND UMBRELLA LIABILITY COVERAGE OR A 24-HOUR LIQUOR LIABILTY INSURANCE CERTIFICATE FOR THE RENTAL PERIOD. THIS MUST BE PROVIDED BEFORE THE KEYS TO THE TOWNHALL ARE GIVEN OUT IF ANY ALCOHOL WILL BE ON THE PROPERTY. _____ Initial

I _____ agree to ALL parts of this agreement. Today’s Date _____

 Print Name of Renter

 Date of Rental

 Signature of Renter

 Telephone

 Address of Renter

Hall inspection done on _____ by _____

Refund released on _____ by _____

Refund Issued on _____ by _____

Keys returned on _____ taken by _____