

# HAMLIN TOWNSHIP HALL RENTAL AGREEMENT

<u>HALL RENTAL RATES:</u>	<u>RENT</u>	<u>DEPOSIT</u>
Resident* (Immediate family only) evening use	\$200.00	\$300.00
Nonresident (Afternoon or evening use)	\$300.00	\$300.00

\*To qualify for the resident rate, the renter must be a Hamlin Twp. resident & rent the hall for his own use, his/her son, daughter, parents, or grandparents. All other uses are considered to be uses by nonresidents for the purpose of this agreement.

<u>Family gatherings/ Church rentals</u> *****		
Resident	\$ 50.00	\$ 75.00
Nonresident	\$ 75.00	\$ 75.00

\*\*\*\*\* On family gatherings & church rentals, price is for main floor only for 6 hours **TOTAL**. For basement **OR** additional time, there is an additional charge of \$25.00.

Evening business rentals (no food) <i>Mon. thru Thurs. Only</i>	\$ 25.00	\$ 50.00
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The hall will not be rented to minors or for profit making uses, where a cover charge or entrance fee is charged. Bachelor/stag parties **are not permitted**.

Deposit is due upon signing of agreement. Balance is due when hall keys are picked up. Hall key needs to be signed out from Twp. Office prior to the hall rental during normal business hours which are: Monday-Friday, 8:00 am to 4:30 pm.

The renter is liable for all claims, injuries and litigation arising out of the renters use of the premises and for all damages that occur while the hall is rented in his/her name. The renter understands that, if damages exceed the amount of the deposit, he/she is liable for the additional expenses required returning the hall to its original condition.

A copy of the renters HOME OWNERS INSURANCE POLICY with a *HOST PROVISION* and *UMBRELLA LIABILITY COVERAGE*, or a *24-HOUR LIQUOR LIABILITY INSURANCE CERTIFICATE* for the rental period must be provided before the keys to the Townhall are given out if alcohol will be on the premises.

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**ABSOLUTELY NO TACKS, STAPLES, or TAPE** is to be used for fastening decorations to walls or ceiling. Tape may be used only to fasten decorations to tables, **BUT MUST BE COMPLETELY REMOVED. ABSOLUTELY NO GLITTER OR CONFETTI.** Chairs and tables must be left or returned to their original place (main floor or downstairs). **ABSOLUTELY NO ELECTRICAL APPLIANCES** (heaters, fans, etc.) will be used in the basement. **ABSOLUTELY NO FIREWORKS OF ANY KIND.** **The renter must remove all garbage and trash from the Townhall and grounds - this includes the parking lot.**

**Facility must be left as it was when rented. The deposit will be refunded and mailed after an inspection of the premises insures that it is left in a clean and orderly condition with no loss or damages. VACATING TIME IS 1:00 a.m.**

**Premises must be completely cleaned-up & possessions removed NO LATER than 8 a.m. the next day.**

\_\_\_\_\_ (Initial)

**ANY VIOLATION TO THE ABOVE CLAUSE WILL RESULT IN THE LOSS OF THE ENTIRE DEPOSIT.**

\_\_\_\_\_ (Initial)

Cancellation on the rental agreement is subject to the following schedule for loss of deposit:

Weeks prior to rental date:	Amount of deposit loss:	<u>Resident</u>	<u>Nonresident</u>
3 weeks		\$ 75.00	\$150.00
2 weeks		\$100.00	\$200.00
1 week		\$150.00	\$250.00
Less than one week		\$200.00	\$300.00

The Township has the right to terminate the rental agreement and to require the renter and guests to vacate the premises in certain events, such as: Violation of any Federal, State or Local laws or regulations; damage to the premises or to personal property, including personal property of the renter or guests or personal injury to same; or where guests become unruly and there is a significant threat of damage or injury to persons or property. If any of the above occurs, the rental deposit will be forfeited. The Township reserves the right to refuse future rental to those who violate this agreement.

<b>Signature of Renter</b>	<b>Telephone Number</b>
<b>Address of Renter</b>	<b>Date of Rental</b>
<b>Signature of Township Official</b>	<b>Alcohol on Grounds</b>
<b>Deposit *****</b>	<b>Rent</b>

\*\*\*\*\*Return Deposit To: \_\_\_\_\_  
 (if different than above)  
 Address: \_\_\_\_\_

**INVENTORY**

<u>Upstairs</u>	<u>Downstairs</u>
14 Tables	3 Tables
1 Conference table	1 Conference table
2 Card tables	84 Folding chairs
120 Stackable chairs	
3 30-Cup Coffee Pots	
1 AD Coffee Maker	
1 30-Cup Pot for Hot Water	