



19729 11 Mile Road, Big Rapids, MI 49307 Phone: 231-796-8935 ext.4 Fax: 231-796-9185 Email: deputyclerk@mecostatwp.org

Hall Rental Contract

Mecosta Township Clerk Department

Name: _____
Address: _____, _____, Mi. _____
Home phone: _____ Cell phone: _____
I request the use of the Mecosta Township Hall for a _____ on the ____ day of _____, 20__ from _____ am/pm to _____ am / pm. There will be about _____ people attending. I will be responsible for all charge's and/or Damages resulting from this rental.

I AGREE: To abide by the following rules and regulations of this signed agreement.

Lessee, the organization which Lessee represents, and all the people for whom Lessee acts hereby release Lessor, its officers, agents, and employees from any and all liability whatsoever for personal injury and property damage in any way related to this lease. Lessee and the organization which it represents shall further indemnify and hold the Township, its officers, agents, and employees from any and all liability whatsoever, including all costs of defense, attorney fees, judgments, and settlements as a result of any claim being asserted against the Lessor by any party in any way related to this lease, to the fullest extent permitted by law. A written injury report shall be filed with the Township of Mecosta if anyone is injured on the premises. It is understood that the Mecosta Township Board reserves the right to cancel this reservation if the use of the Mecosta Township Hall is considered objectionable. The Mecosta Township Board and or Hall Manager have the right to accept or reject any and all applications for hall rental.

RULES AND REGULATIONS FOR USE OF THE MECOSTA TOWNSHIP HALL:

1. No group or individual may use the facilities without a duly executed contract. Lessee shall not assign, transfer or sublet this lease on said premises, or any part thereof without the written consent of the Township Board.
2. **NO ALCOHOLIC BEVERAGES ARE ALLOWED ON MECOSTA TOWNSHIP PROPERTY OR IN THE MECOSTA TOWNSHIP HALL.**
3. Use, possession, sale or delivery of any illegal use of narcotics, hallucinogens, depressants or marijuana shall be prohibited in or upon property under the jurisdiction of the Township.
4. No individual or organization shall fire, discharge or have in his or its possession any fireworks or any substance of any explosive nature within or upon the property of the Township unless the Supervisor or his designate representative shall have authorized the same by the issuance of a permit and the individual or organization shall have obtained any permits or other authorization required by any applicable State or Federal Law. This section shall not apply to any law enforcement or security enforcement individual while carrying out the duties and responsibilities of his or her position.
5. The building must be cleaned and vacated by **11:30 p.m.** unless otherwise authorized by the Lessor. Music must terminate by **10:30 p.m.**
6. Please put your garbage in the Township dumpster and replace it with a new garbage bag. Trash bags are not furnished by the Township.

7. Proper cleaning of kitchen, equipment and facilities after use is required. The Township Hall and grounds shall be restored to the condition they were prior to occupancy, before lessee vacates. In case of lessee's failure to comply with this rule, deposit will **NOT** be refunded and any additional cost to the Township will be charged to the lessee.

8. Lessee agrees to allow the Lessor or any authorized agent full access to said premises at all times and authorizes any authorized agent of Lessor to remove from said premises any person or persons violating any State, Federal or Local Laws, and any Hall Rules according to this contract

9. Mecosta Township Hall is limited to 125-person occupancy. THE USE OF THE TELEPHONE IN THE MECOSTA TOWNSHIP HALL IS FOR "EMERGENCY" USE ONLY.

10. There shall be no decorations attached to the ceiling, lights or walls. Set up and arrangement of tables, chairs and other facilities provided under this contract shall be the sole responsibility of the lessee. **NO NAILS OR STAPLES SHALL BE USED AT ANY TIME OR THE USE OF TAPE ON THE SURFACE OF THE TABLES OR WALLS & DOORS.**

11. The lessor assumes no responsibility for any material, equipment, foodstuff, or beverages transported to the Mecosta Township Hall for the purpose of this contract. The Lessee shall be responsible for such removal upon termination of this contract.

12. **A copy of your Driver License or State Issued I.D. is required for rental of the Hall.**

13. **Any Violation of the above contract or the Hall Rules will result in a Forfeiture of All or Part of your Deposit, and possible Legal Action if Damages are more than the Deposit amount, and the loss of the future rentals of the hall.**

14. **Deposit will be returned to Lessee upon 2 weeks written notification of cancellation of rental date.**

SUMMARY OF CHARGES

Deposit Amount Required \$100.

\$100 Deposit is required to hold a rental date, plus full payment of rental fee before key is given out.

Deposit Required	\$ _____	Date _____	Rec # _____
Total Rent	\$ _____	Date _____	Rec # _____
Deposit Refund	\$ _____	Date _____	Ck # _____
Damage Charge	\$ _____	Date _____	Jnl # _____
Deposit Held	\$ _____	Date _____	Jnl # _____

Signature or Lessee

Date _____

IN THE CASE OF AN EMERGENCY, PLEASE CALL:

Stephanie McNeal (231) 823-4260

Nancy Sanchez (517) 974-8130

Mary Quinlan (231) 679-7807

*Please see the bulletin board for hall rules.