



**Lake Township**  
**Hall Rental Agreement**

This Rental Agreement is entered into as of this date: \_\_\_\_\_ between the Township of Lake of Roscommon County and the following person(s) or organization \_\_\_\_\_, and is valid from \_\_\_\_\_ to \_\_\_\_\_.

In consideration of the mutual covenants, the parties agree as follows:

**Premises are identified as: Lake Township Hall, 1380 N. Michelson Rd, Houghton Lake, MI 48629**

1. **Terms:** The Hall is rented for the dates specified above.
2. **Rent:** The rent shall be \$75.00 per daily use, payable upon execution of this agreement.
3. **Indemnification:** The Township shall not be liable for any damage or injury occurring on or about the premises to the renter or any guests, invitees, family or to any personal property whatsoever that may be on the premises, except in the case of the Township's failure to perform or negligent performance of a duty imposed by law. Renter hereby agrees to protect, indemnify, and hold the Township harmless from and against any and all loss, costs, expenses, damage of liability arising out of any accident or other occurrence on the premises, or resulting from the use of the premises, or any part thereof, or in any common area, causing injury to any person or property whomsoever or whatsoever, no matter how caused, except in the case of the Township's failure to perform or negligent performance of a duty imposed by law.
4. **Security Deposit:** Renter shall deposit upon execution of this agreement a security deposit of \$ 150. The security deposit shall be returned after the rental date(s), subject but not limited to, the following conditions:
  - a. There shall be no damages to the premises beyond ordinary wear and tear;
  - b. The premises and grounds shall be clean upon end of use;
  - c. All key(s) that may have been provided must be returned to Township official;
  - d. All debris, trash, rubbish and discards shall be taken with you.
  - e. Any damage and cleaning fees will be deducted from your deposit
5. **Entire Agreement:** the foregoing constitutes the entire rules of agreement between the parties and may not be modified except in writing, signed by both parties. (see rules of rental agreement)

In witness, whereof, the undersigned have executed the hall rental agreement.

Lessee Name and Address \_\_\_\_\_

\_\_\_\_\_ Phone # \_\_\_\_\_

Signature of Lessee \_\_\_\_\_ Date \_\_\_\_\_

Lake Township Representative \_\_\_\_\_

Security Deposit \$ \_\_\_\_\_ Paid \_\_\_\_\_ Cash/Check # \_\_\_\_\_ Date \_\_\_\_\_ Rec'd by \_\_\_\_\_

Hall Rental \$ \_\_\_\_\_ Paid \_\_\_\_\_ Cash/ Check # \_\_\_\_\_ Date \_\_\_\_\_ Rec'd by \_\_\_\_\_

Keys picked up by \_\_\_\_\_ Phone number \_\_\_\_\_ Date \_\_\_\_\_

Keys returned by \_\_\_\_\_ Date \_\_\_\_\_ Deposit Refund Issued Date \_\_\_\_\_ Check # \_\_\_\_\_

## RULES OF RENTAL AGREEMENT

1. There will be no smoking in the building.
2. No use of alcoholic beverages (unless a special liability insurance policy is obtained with Lake Township listed as the name insured on the policy).
3. The hall will not be rented by a minor, for fundraising purposes or a cover or entrance fee is going to be charged.
4. Hall rated capacity is **61**. Not to be used above rated capacity.
5. Tables and chairs **must not** be taken outdoors.
6. Use of Hall is limited until 12 midnight of night of rental.
7. Lessee is responsible to maintain order and noise control during the rental.

## HALL RENTAL CLEANING REQUIREMENTS

Checklist below lists cleaning procedures that MUST be done following a Community Hall rental. The inspector by the township will determine if the deposit will be returned. Failure to do any of the cleaning procedures shall result in forfeiture of the entire security deposit, or a portion thereof. Any cleanup required of the building or grounds after a rental shall be deducted from the rental security deposit at a rate of \$50 an hour.

1. \_\_\_\_\_ All tables and chairs must be inspected for damage by Lessee. Remove any tape, coverings from all tables and chairs and wipe them down.
2. \_\_\_\_\_ Remove any and all decorations
3. \_\_\_\_\_ Take all trash with you.
4. \_\_\_\_\_ Sweep all floors (kitchen, hall and bathrooms)
5. \_\_\_\_\_ Remove all food and wipe out refrigerator.
6. \_\_\_\_\_ Wash off all counters cabinets and stove (**make sure stove is off**)
7. \_\_\_\_\_ Scour sinks kitchen and baths
8. \_\_\_\_\_ Clean toilets and sinks in bathrooms
9. \_\_\_\_\_ Clean up any trash from outside the building.
10. \_\_\_\_\_ Turn down heat to 55 degrees and turn off air conditioner.
11. \_\_\_\_\_ Turn off all lights and lock the doors.