

Pere Marquette Charter Township
Township Hall Lease Agreement

Please note: The Hall will not be leased to minors, will not be leased for profit-making uses, and will not be leased for events where a cover charge or entrance fee is charged.

- (1) THIS LEASE AGREEMENT, made on _____ for _____
from _____ o'clock a.m./p.m. to _____ o'clock a.m./p.m.
- (2)
 - (a) The Lessee shall pay a **Deposit** in advance in order to secure the date requested. Deposit is due upon signing of this lease.
 - (b) **The Deposit for a reservation where alcohol is served will be doubled.** In addition, Lessee must provide a copy of the Lessee's Homeowner's insurance policy with a "Host Provision" AND Umbrella Liability Coverage, OR a 24-hour Liquor Liability Insurance certificate at least 14 days before the rental date. Failure to provide proof of insurance will result in cancellation of the reservation and refund of the deposit. Failure to disclose that alcohol will be served will result in forfeiture of the entire deposit, and may result in additional monetary charges and/or legal actions by the Township against the Lessee.
- (3) A separate **Rental Fee** is due not later than the time when hall keys are picked up. Keys may be obtained the day of the event or on Friday for a weekend event. Hall keys must be picked up from the Township office during normal business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. It is the Lessee's responsibility to remember to pick up the keys.
- (4) The Lessee agrees to conduct its activities upon the premises so as not to endanger any person lawfully thereon and to indemnify and to save harmless the Lessor against any and all claims for injury to persons or property, including claims of employees of the Lessee or any contractor, subcontractor, or their agents, members or guest, or invitees.
- (5) The Lessee shall not admit to said premises a larger number of persons than can safely and freely move about in said area and the decision of the Lessor in this respect shall be final. (Currently 139 persons.) No portion of the sidewalks, entries, passages, vestibules, or stairways, or access to public utilities of said property shall be obstructed by the Lessee or used for any purpose other than for ingress to an egress from the described premises. The doors, stairways, or openings that reflect or admit light into the building, and radiators and house lighting attachments shall not be covered or obstructed by the Lessee except with the prior written approval of Lessor when necessary to provide proper lighting effect for performances. The rest rooms and other water apparatuses shall not be used by the lessee, it agents, or employees for any purpose other than that for which they were constructed. Lessee shall not, without the written consent of the Lessor, put up or operate any engine or motor inside the premises or use oils, bottled gas, kerosene, naphtha, gasoline, or any such flammable material for either mechanical or other purposes.
- (6) The Lessor has the right to terminate the lease and to require the Lessee and guests to vacate the premises in certain events such as (but not limited to): Violation of any Federal, State, or local laws or regulations; damage to the premises or to personal property, including personal property of the Lessee or guest; personal injury; instances where guests become unruly and/or there is significant threat of damage or injury to persons or property. If any of the above occurs, the rental deposit will be forfeited. Lessee waives any and all claims for damages against the Lessor. Lessor's cancellation or rescission of this lease which shall have occurred prior or to the effective date and time of cancellation or rescission. Lessor reserves the right to refuse future rental to those who violate this lease.
- (7) The Lessee shall not deface, injure, or mar said premises-including by the use of nails, hooks, tacks, screws, staples, any kind of tape, etc.-in any part of the building, and will not make any alterations of any kind therein. Masking tape may be used only to fasten decorations to tables and ceiling hooks. **BUT MUST BE COMPLETELY REMOVED.** Tables and chairs must be returned to the storage room.

- (8) THIS IS A SMOKE-FREE FACILITY. Deductions from the deposit will be taken for failure to observe the Smoke-free policy.
- (9) Premises must be left in the same condition as when rented. Vacating time is 1:00 a.m. Premises must be completely cleaned-up and possessions removed NO LATER THAN 9:00 A.M. OF THE NEXT DAY. All garbage and trash must be removed from the building and the parking lot by the lessee and placed in the dumpster provided. Any violation of the above clause may result in the loss of the entire deposit
- (10) Payment of the deposit to the Township official and Lessee's signature on a lease agreement are required to guarantee the lease date. Lessee may cancel this agreement without penalty by written notice directed to the Lessor at least fourteen (14) days in advance of the date scheduled for Lessee's use. The Supervisor has the right to allow cancellation without charge with less than fourteen days notice in special situations where he deems such consideration is appropriate.
- (11) Monies placed on deposit in accordance with this agreement shall be returned in full to the Lessee upon SATISFACTORY inspection by Lessor or agent and certification that the premises have been left in a clean and undamaged condition. Leaving an unclean or damaged facility will result in forfeiture of all or part of the deposit. If damages exceed the amount of the deposit, Lessee accepts liability for the additional expenses required to return the Hall to its prior condition.
- (12) No provisions of this contract shall be waived or altered except by writing endorsed hereon or attached hereto and signed by the Lessor or its agents and by the Lessee or its agents. This agreement shall bind all persons working under the parties hereto in whatsoever capacity (such as caterers, subcontractors, etc.) as fully as if they were in every instance herein named. The invalidity of any particular clause, provision, or covenant here shall be and remain valid in all respects as fully as the law permit. This lease shall not be assignable without the prior written consent of the Lessor.
- (13) AED Device is located in front entrance of Township hall. Lessor is responsible to insure this device is not damaged or removed from premises.**

I have read and understood this lease agreement and agree to its terms.

Will alcohol be used at this event?	Yes	No
Will kitchen be used at this event:	Yes	No

Name

Address

City and Zip

Receipt number

Phone Number

Township Representative

Signature