

Edwards Township Hall Rental Agreement

Hall Location – M30 @ Wickes Road

1. Hall Rates are based upon the Residency of the person(s) “for whom the event is for”, not the Residency of the Renter. To qualify for the resident rate, the Renter must be an Edwards Township resident or a property owner in Edwards Township, and be renting the hall for his/her self, son, daughter, parents, grandparents or grandchildren. In-Township rates for a funeral are determined by the residency of the deceased. Driver’s license, voter registration or property tax roll will be used to verify residency. All other uses are considered to be non-resident rates for the purpose of this agreement. The Hall will not be rented to minors.
2. Renters are to have the hall cleaned and vacated no later than 8:00am the next day following the last date rented. At that time the key must be returned to the Hall Manager along with completed rental check-list.
3. A “paid in full” deposit will hold your rental date. All renters have 90 days prior to the rental date to withdraw and be refunded their deposit. Upon approval by the Hall Manager and the Township Board, a refund check will be mailed to you. Board meetings are held the 2nd Monday of the month.
4. Enforcement Officers to be provided by the Township at extra cost if alcohol is involved at your event.
5. The bar must be closed at 12:00am. This also includes all private alcoholic beverages.
6. All fire exits must remain clear at all times.
7. Fire or hazardous materials will not be permitted on Edwards Township Hall property at any time.
8. If air conditioner is in use, all windows shall remain closed. All doors shall not be left in open position.
9. Hooks have been installed around the perimeter of the assembly room, along with hanging chain fixtures in the center of the room for decorating with crepe paper, balloons or other light decorations. No tape, thumbtacks, nails, or staples are to be used on the walls.
10. Tape may be used to fasten coverings and decorations to the tables. Any other uses of tacks, staples or fasteners of any kind will not be allowed. If tape is used on table coverings, all tape must be removed when coverings are removed.
11. All trash and garbage must be removed by the renter. This includes everything in the restrooms, parking lot and yard. Trash bags are to be supplied by the renter. If the hall is not left as it was when you rented it, cleaning expenses will be withheld from your deposit.
12. All tables and chairs must be wiped off. All tables must be returned as you found them. All chairs and any extra tables must be returned to Storage Room. No tables or chairs allowed outside.
13. The custodian is responsible for the mopping of the floor. The hall has a wooden sub floor, so any water or liquid spills must be wiped up immediately during your party.
14. For all rentals with alcohol, a certificate of the renters homeowners insurance with a “Host Provision” that extends off their premises, or a “24 Hour Liquor Liability Insurance Certificate” for that rental period must be provided before keys to the hall are given out. Contact your insurance company for this information.
15. Renter agrees to conduct his/her activities on Township property so as not to endanger any person or property. Renter further agrees to indemnify and save harmless Edwards Township against all claims for injury to person or property arising out of the activities conducted by the renter on Edwards Township property.
16. Renter is liable for all damages which occur while the hall is rented in his/her name. Renter understands that if the damages exceed the amount of the deposit, he/she is liable for the additional expenses.

Hall Manager Use Only	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right; padding-right: 5px;">/ /</td> <td style="border-bottom: 1px solid black; width: 20px;"></td> <td style="border-bottom: 1px solid black; width: 20px;"></td> </tr> <tr> <td style="padding: 2px 5px;">IN</td> <td style="text-align: center; padding: 2px 5px;">[]</td> <td style="padding: 2px 5px;"></td> </tr> <tr> <td style="padding: 2px 5px;">OUT</td> <td style="text-align: center; padding: 2px 5px;">[]</td> <td style="padding: 2px 5px;"></td> </tr> <tr><td colspan="3"> </td></tr> <tr> <td style="padding: 2px 5px;">DB</td> <td style="text-align: center; padding: 2px 5px;">[]</td> <td style="padding: 2px 5px;"></td> </tr> <tr> <td style="padding: 2px 5px;">EB</td> <td style="text-align: center; padding: 2px 5px;">[]</td> <td style="padding: 2px 5px;"></td> </tr> <tr> <td style="padding: 2px 5px;">DA</td> <td style="text-align: center; padding: 2px 5px;">[]</td> <td style="padding: 2px 5px;"></td> </tr> <tr> <td style="padding: 2px 5px;">XC</td> <td style="text-align: center; padding: 2px 5px;">[]</td> <td style="padding: 2px 5px;"></td> </tr> <tr> <td style="padding: 2px 5px;">TNT</td> <td style="text-align: center; padding: 2px 5px;">[]</td> <td style="padding: 2px 5px;"></td> </tr> <tr> <td style="padding: 2px 5px;">PP</td> <td style="text-align: center; padding: 2px 5px;">[]</td> <td style="padding: 2px 5px;"></td> </tr> </table>	/ /			IN	[]		OUT	[]					DB	[]		EB	[]		DA	[]		XC	[]		TNT	[]		PP	[]	
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To secure the Event Date on our Calendar:

Make Check Payable to Edwards Township
 Mail completed contract with the deposit to:
 Edwards Twp. Hall Manager
 Yvonne Mahl, 4865 Rau Rd., West Branch 48661

NOTICE

Rent payment is due as a condition for the Hall Manager to give the key for your event. Proof of liability insurance required at the same time if alcohol is to be served at the event.

Rental Date(s) Purpose of Event

Wedding Package []
 Graduation Package []
 Custom Package []
 Rent \$

Enforcement Officers (Alcohol related events only).....\$

Cleaning Fee assessed to all rental.....\$ 35

[Hall Manager] Administrative Fee, if Applicable \$ Deposit \$

Total \$

Hall Renter Information PLEASE PRINT

Name Phone#

Address Zip

DEPOSIT RETURN - If same as above, check here []

Name Phone#

Address Zip

By signing this agreement, I confirm that I have read, understand and agree to abide by its terms. If in violation in any way, I understand money will be withheld from the deposit for damages.

SIGN Date

PRINT NAME