

DO NOT SEND IN CONTRACT OR DEPOSIT WITHOUT APPROVAL OF HALL MANAGER

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. Any items such as handicap signs, handicap ramps, or ashtrays must be brought back into the building at the end of the renter’s event. Any items that are not returned and/or become missing will be replaced by payment subtracted from the renter’s deposit.
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 following the next board meeting (2nd Monday of the month).
4. Enforcement Officers (aka “Constables”) to be provided by the Township at an extra cost if alcohol is involved at your event. Their service is available starting at 6pm unless other arrangements have been made.
5. For all rentals with alcohol, a certificate of the renter’s homeowners insurance with a “Host Provision” that extends from their premise, 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. 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. Blue painter’s tape is recommended as it adheres well, is easy to remove, and leaves no glue residue behind. Any other uses of tacks, staples or fasteners of any kind will not be allowed. If tape is used on table coverings, it must be removed with coverings.
11. If the hall is not left as it was when you rented it, the cost for additional expenses such as excessive cleaning or repair of damaged walls, doors or floor may 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. 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.

15. 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.

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
PO BOX 353, West Branch 48661-0353
989-313-1443

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 Dates _____

Purpose of Event _____ \$ Amount _____

Small Event with Alcohol (Supervisor Approval Required) Family Dinners, etc. **(\$50)** \$ _____

Enforcement Officers (**Alcohol related events only, \$200 charge Applies**).....\$ _____

Mandatory Cleaning Fee.....\$ **35** _____

Deposit \$ _____

Hall Renter Information PLEASE PRINT

Total \$ _____

Name _____ Phone # _____

Address _____ Zip _____

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

Name _____ Phone# _____

Address _____ Zip _____

By signing this agreement, I understand that the provisions, charges and discounts of this contract only extend to the named renter. I acknowledge and agree to be responsible to obtain any licensing required by the State of Michigan to serve food at an event and must provide a copy to Edwards Township.

I confirm that I have read, understand and agree to abide by the terms as expressed in this Rental Agreement. **If in violation in any way, I understand money will be withheld from the deposit for damages.**

SIGN _____

Date _____

PRINT NAME _____

Countersignature - Hall Manager – Robert Kowalski

Process Date