

TOWNSHIP OF GREENBUSH HALL RENTAL AGREEMENT

IT IS HEREBY AGREED by and between (Name) _____ (Address) _____
(City) _____ (Zip) _____ (Phone) _____ hereafter called the Lessee, and the Greenbush Township Board of Trustees
(Lessor), that the Lessee shall rent the Greenbush Township Hall for the following day(s): _____
between the hours of _____ and _____ for the purpose of a _____ (e.g. Wedding Reception,
Banquet) for the Rental Fee of \$ _____ and Security Deposit Fee of \$ _____.

1. **WITNESSETH THAT:** Lessor in consideration of the covenants made by Lessee herein, hereby leases to Lessee for the use of said Lessee only that property of the Greenbush Township Hall, including Lessor's use of parking lot for Lessee and Lessee's guests and on the dates indicated above this paragraph.
2. **FEE:** Lessor upon payment of Rental Fee plus a Security Deposit agrees to permit Lessee to have exclusive use of the property described above.
3. **RESERVATION TERMS:** A Security Deposit is required before any rental date is confirmed. Non-confirmed dates are on a first-come, first-serve basis. The Rental Fee must be paid no later than one (1) week before the scheduled rental date. Security Deposits are approved at Township Board meetings held on the second Tuesday of each month and refunds are mailed the next day. Security Deposit refunds will only be issued to the person who signs the Rental Agreement. When mailing the Security Deposit and/or Rental Fee, the check/money order is to be written out to "**Greenbush Township Treasurer**". Please include separate checks/money orders for Security Deposit and Rental Fee.
4. **DECORATION/SET-UP:** Lessee will decorate/set-up at the beginning of the rental period after a rental briefing.
5. **RESIDENCY REQUIREMENT:** Lessee must be a property owner or resident of the Township of Greenbush, Alcona County, Michigan, an organization with a membership comprised of more than 50% residents of the Township of Greenbush, or government **and must provide documentation** (e.g. copy of current utility bill in Lessee's name or current tax bill).
6. **MINIMUM AGE:** Lessee must be twenty-one (21) years of age or older to rent the Greenbush Township Hall **and must provide a copy of proper identification.**
7. **FOOD:** If Lessee is utilizing the services of a caterer, the caterer is required to provide a copy of their Catering License or a copy of their ServSafe Certificate.
8. **DECORATIONS:** Only freestanding decorations may be used. Nothing is to be affixed to walls, ceilings, ceiling fans, windows, doors, etc.
9. **CLEAN-UP:** Lessee is required to mop up any liquid spills during their rental time. Boxes placed in the dumpster will be flattened. Lessee needs to take all of their belongings, empty garbage containers, and put tables and chairs back in their original locations. Lessee is required to pick-up any outside debris and cigarettes from the event. Lessee must provide cleaning supplies.
10. **SECURITY:** It shall be the Lessee's responsibility to secure and maintain security at the sole expense of the Lessee. Lessee will inspect, prior to leaving building, that all doors are locked.
11. **SMOKING:** Smoking is strictly prohibited inside property owned by Greenbush Township. Smokers are to use the outside smoking containers and must be at least ten (10) feet away from all doors.
12. **LEGAL:** Lessee shall comply with all the laws of the United States of America and the State of Michigan, Public Health Rules and Orders of the State of Michigan, and with all ordinances of the Greenbush Township in its use, and will not permit anything to be done on said property in violation thereof. If you violate any of the terms or conditions of this Rental Agreement, the Greenbush Township shall have exclusive right to immediately void this Rental Agreement without notice or refund, and the Greenbush Township may pursue all of the rights and remedies at law or inequity including, without limitation, the right to recover court costs and attorney fees. Lessee hereby agrees to indemnify and hold Lessor harmless from and against any and all claims, including and claimed litigation expenses, court costs, or attorney fees arising out of Lessee's said use of property and to indemnify and hold harmless from and against any judgment based on any such claims.
13. **CANCELLATION:** It is Greenbush Township policy for cancellation of a Rental Agreement that notice must be received in writing, thirty (30) days prior to the rental date for refund of deposit. Cancellation refunds are approved at the Township Board meeting held on the second Tuesday of each month.
14. **INSURANCE: Private Function:** Lessee hereby acknowledges notice that Lessor is not providing Lessee with "Host Liquor Liability" or "Liquor Liability" coverage. If the Lessee furnishes alcoholic beverages at a private function, Greenbush Township strongly recommends the Lessee acquire appropriate liquor liability coverage. **Lessee shall submit to Lessor evidence of general liability insurance** (may be from Lessee's homeowner's or renter's insurance, if

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appropriate) **showing limits of liability not less than \$500,000.00, prior to the event.** Lessee further agrees to comply with paragraph 12 above.

Event with Alcohol: Lessee hereby acknowledges notice that Lessor is not providing “Host Liquor Liability” or “Liquor Liability” coverage whatsoever, nor is the Lessor to be considered a licensee when applying to the Michigan Liquor Control Commission (MLCC) for a special liquor license. If the Lessee furnishes alcoholic beverages at the event, and persons who attend the event are charged an entry fee, or are required to purchase tickets in advance, or Lessee has cash bar, then Lessee must provide evidence that they have complied with the MLCC. It is understood and agreed the Lessee is the licensee of the liquor bond and shall have sole responsibility for any and all liability relating to said license. Additionally, Lessee shall obtain and maintain, at their sole expense, during the duration of the event general liability insurance with limits of not less than \$500,000.00 prior to the event. Lessee further agrees to comply with paragraph 12 above.

Event with No Alcohol: Lessee hereby acknowledges that no alcoholic beverages will be furnished by Lessee or consumed at Lessee’s event. Lessee shall submit to Lessor evidence of general liability insurance (may be from Lessee’s homeowner’s or renter’s insurance, if appropriate) showing limits of liability not less than \$500,000.00, prior to the event.

- 15. **PERSONAL PROPERTY:** Lessor assumes no responsibility whatsoever for any property placed in or on said described property by Lessee and/or Lessee’s guest and Lessor is hereby expressly released and discharged by Lessee from any and all liability for such loss. All personal property must be removed from described property at the conclusion of the event.
- 16. **MAIL:** All required copies, certificates, Security Deposit, Rental Fee, and any other correspondence are to be mailed to: C. Lee Major, Township Supervisor, 2600 W Cedar Lake Rd, Greenbush, MI 48738.
- 17. **RIGHT OF REFUSAL:** Any matters not covered by said rules and regulations in this Rental Agreement shall be at the discretion of the Township of Greenbush Board of Trustees, Lessor herein.

In Witness whereby, the Township of Greenbush, a Municipal Corporation, by its duly appointed officers or agent as Lessor and the Lessee named above have caused this agreement to be signed the date and year first below written.

LESSEE: I agree to the above terms and conditions. I recognize and am fully aware that if I determine not to purchase separate “Host Liquor liability” or “Liquor Liability” insurance for this event, I may be held solely and personally liable for damages or injuries that may result if alcoholic beverages are furnished at this event.

I (write “**WILL**” or “**WILL NOT**”) _____ SERVE ALCOHOL AT THIS EVENT.

Printed Name: _____ Signature: _____ Date: _____

TOWNSHIP USE ONLY

Date Deposit Paid	Check Number	Amount	Received by Signature
Date Rental Fee Paid	Check Number	Amount	Received by Signature
Insurance Period	Insurance Amount	Policy #	Reviewed by Signature (copy on file)
Pre-event Inspection	Comments		Inspector’s Signature
Post-event Inspection	Comments		Inspector’s Signature
Date Deposit Returned	Check Number	Amount	Comments