

TOWNSHIP OF GREENBUSH HALL RENTAL AGREEMENT

IT IS HEREBY AGREED by and between (Name) _____
(Address) _____ (City) _____ (Zip) _____
(Phone) _____ (Lessee), and the Greenbush Township Board of Trustees (Lessor), that
the Lessee shall rent the Greenbush Township Hall on (day) _____ between
the hours of _____ and _____ for the purpose of a _____ for
the Rental Fee of \$ _____ and Security Deposit Fee of \$ 125.00.

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 (and Lessor receipt of other required insurance and documentation) agrees to permit Lessee to have exclusive use of the property described above.
3. **PURPOSE AND USAGE OF SECURITY DEPOSIT:** The purpose of the Security Deposit is for Lessor's usage in the event of Lessee's violation of any term or condition of this Rental Agreement, including but not limited to, property damage, personal injury, or time or expense incurred by Lessor due to Lessee's failure to clean as required.
4. **RESERVATION TERMS:** Receipt of Rental Fee, Security Deposit, proof of insurance, proof of residency, and proof of age is required before any rental is confirmed. Non-confirmed dates are available 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 Deposit refunds are approved at Township Board meetings held on the second Tuesday of each month and mailed within 5 business days. 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 "**Township of Greenbush**".
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:** Any individual Lessee must be twenty-one (21) years of age or older **and must provide a copy of proper identification**.
7. **DECORATION/SET-UP:** Lessee will decorate/set-up at the beginning of the rental period after a rental briefing.
8. **DECORATIONS:** Only freestanding decorations may be used. Nothing is to be affixed to walls, ceilings, ceiling fans, windows, doors, etc.
9. **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.
10. **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 rental. Lessee must provide cleaning supplies.
11. **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, and ensure that all doors and windows are locked.
12. **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.
13. **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 Lessee violates 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 in equity including, without limitation, the right to recover court costs and actual attorney fees. Lessee hereby agrees to indemnify and hold Lessor harmless from and against any and all claims, including any claimed litigation expenses, court costs, or attorney fees arising out of Lessee's said use of property and to indemnify and hold harmless Lessor from and against any judgment based on any such claims.
14. **CANCELLATION:** It is Greenbush Township policy for cancellation of a Rental Agreement by the Lessee 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 next Township Board meeting held on the second Tuesday of each month.

