



The rental fee shall be paid at the time of the reservation. Fees can be refunded for rental cancellation only if the township is notified of the cancellation at least 30 days prior to the reservation date.

5. SECURITY DEPOSIT: Separate check will be provided for \$50.00. This will be returned after the Agent inspects the cleanliness of the premise. Make Check Payable to: “Menominee Township”

6. SMOKING: The Township Hall is a government building which is a SMOKE FREE building. Smoking inside the township hall or near the entrance to the township hall is prohibited. Smoking is prohibited near the children’s playground areas.

7. ALCOHOLIC BEVERAGES: Serving alcoholic beverages is allowed however the rental fee is at the higher rate as determined to be a rational distinction by the township board. Alcohol use must be controlled in accordance with Michigan Liquor Law. The lessee is responsible for strictly ensuring the law is complied with during a rental period. All alcoholic beverages and equipment must be vacated by 1am the date following the date of the lease. No barrels of beer, tubs, coolers, etc shall be permitted on the hardwood floor in the main room of the township hall.

8. HOLD HARMLESS AGREEMENT: Upon signing the Menominee Township Hall Lease, the Lessee hereby assumes all risk for injuries or property damage sustained as a result of lessee’s use of the Menominee Township Hall and lessee shall indemnify and hold the Menominee Township harmless from any liability, damage, cost , council fees and expenses Menominee Township may suffer as a result of claims, disputes, demands, or judgments against Menominee Township arising out of the lessee’s use of the premises, or the use of the premises by others with the lessee’s permission during the period stated in the lease agreement, whether caused by Menominee Township, its agents, employees, by lessee, by lessee guests or otherwise.

9. PROOF OF INSURANCE: Provide the Township Agent with proof of insurance. Anyone who rents the Menominee Township Hall shall provide the township with a homeowner’s insurance policy number and the name of the carrier. An insurance rider with a higher liability limit also will be required for events which will be serving alcohol. The proof of insurance must be attached to this signed lease agreement.

10. KEY ISSUANCE. Key will not be released for hall set-up no earlier than one day prior to the rental period; unless another lessee is renting the hall on that day prior. Key will not be released if payment and proof of insurance is not received.

11. SECURITY OF BUILDING. The lessee is responsible for maintaining the security of the building after the keys have been issued.

12. RENTAL PERIOD: Beginning: \_\_\_\_\_ Time: \_\_\_\_\_  
Ending: \_\_\_\_\_ Time: \_\_\_\_\_

13. AMOUNT OF RENTAL FEE: \_\_\_\_\_ Make Check Payable to: “Menominee Township”

INSURANCE COMPANY: \_\_\_\_\_

INSURANCE POLICY NUMBER: \_\_\_\_\_

INSURANCE RIDER ENCLOSED: (Yes/No)

14. SNOW: If there is snow removal required, the Lessee agrees to remove it. Normally the Hall Snow Removal personnel take care of only the parking areas.

15. FORFEITURE. Failure to return the facility in the same condition that it was received (reasonably clean and damage free) will result in forfeiture of rental deposit and the lessee may be billed for damages. If there is a difference of opinion on a potential forfeiture of security deposit issue, an appeal may be filed with the Clerk for more time to review the matter and disposition at the next township board meeting. The Lessee should plan to attend the township board meeting.

16. PROCESS FOR DAMAGES. Litigation, Investigations & Appeals will be initiated by the Township Clerk. Extreme damages, as in the destruction of public property, may result in civil and criminal liability, up to and including a penalty of not more than two years in state prison or a fine of not more than \$1,000. The Township Clerk will present and process court actions upon Township Board approval. Termination of hall usage may be a board decision if a Lessee is found negligent and has seriously violated the Hall Rental Policy.

\_\_\_\_\_  
I have read and understand the foregoing Lease Agreement:

\_\_\_\_\_  
Lessee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Township Agent's Signature

\_\_\_\_\_  
Date

**Lessee' Information (Please Print)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ -

Person to contact for keys/information: Terri and/or George MacNeil (906) 863-1045