

Hamilton Township

Hall Rental Agreement

Contact: Rhonda Ringle (989) 576-1218

Fees are as follows:

1. \$50 for one day rental.
 - a. No rental charges for funeral or nonprofit meetings (4H, FFA, etc.)
2. A \$100 refundable security deposit will be collected prior to rental. This deposit will secure your date when it is received. This is separate from rental fees.

Agreement Rules:

1. No tape on the walls or push pins in the walls.
2. No township property will be removed from the hall, including tables and chairs.
3. No alcohol on the property and no smoking, including vaping, in the building.
 - a. Any evidence of alcohol or smoking will be ground to forfeit the **entire** security deposit.
4. The township hall will be left as you found it and the items on the attached checklist will be specifically verified prior to returning the security deposit.

** _____ (initials)

5. When leaving:
 - a. Turn off all lights
 - b. Close and lock all windows
 - c. Set temperature to 62 in the winter and 75 in the summer.
 - d. Take all trash with you
 - e. Ensure all doors are locked
 - f. Leave key on counter

I (We) acknowledge that I(We) have received and understood the above agreement and I(we) further assume responsibility for this rental and shall indemnify and defend Hamilton Township and shall hold it harmless for any claims, actions, damages, liability, and expenses arising from our use of the premises or any part of the premises as a result of our invitees, licenses, or agents.

Renter Name: _____ Date: _____

Phone Number: _____ Rental Date: _____

Amount of deposit collected \$ _____

Amount of Rent Collected \$ _____

Deposit Returned: Yes / No

Amount Returned: \$ _____

Notes: