

RENTAL AGREEMENT

This agreement is between _____ (Renter) and Kinderhook Township concerning the use of the Kinderhook Township Community building.

Renter agrees to indemnify and hold Kinderhook Township harmless for any and all loss, claims, costs, damages, or injuries arising out of renter’s use of the property.

Renter may not sublease without Kinderhook Township’s permission.

Kinderhook Township will not be held responsible for renter’s inability to use the building due to a power outage or natural disaster.

Renter must provide Kinderhook Township with a certificate of appropriate liability insurance, including Host Liability insurance if alcoholic beverages are to be served.

There will be no cash bar or sale of alcoholic beverages allowed. All alcoholic beverages must be consumed inside the building. Drinking outside is prohibited. All state and local laws pertaining to the use of alcoholic beverages must be followed.

Building rental available Friday, Saturday or Sunday, 9:00 a.m. to midnight (includes clean-up). Rental of the building is available on Friday, Saturday, Sunday, and Holidays at the following rates:

Hall Rental rates	Security Deposit	Full/Half day Holidays & weekends Friday-Sunday	Full/Half day Weekdays Monday -Thursday
Residents	\$100	\$125 / \$75	\$50 / \$25
Non Residents	\$100	\$225 / \$150	N/A

Security deposit must be paid at the time the reservation is made and will be refunded to renter within 30 days after the rental, providing all rules are followed and no damage occurs. Some portion or all of deposit will be forfeited if clean-up is not satisfactory.

Clean up requirements include:

1. Emptying all trash (kitchen, hall, and bathrooms) and placing in outside receptacle
2. Wash all counters and tables and chairs
3. Vacuum all carpeted areas
4. Mop kitchen, bathroom, and hallway floors
5. Wash down bathroom sinks and toilets
6. Wash down kitchen sinks, stove/oven, refrigerator/freezer
7. Replace all tables and chairs into the storage room

Stains on floor or marks on walls that the renter cannot remove should be reported to Township Official or employee. The building will be left in the condition in which it was found. If cleaning or repair is required by

Kinderhook Township official or employee a cleaning/repair fee of \$30 per hour plus supplies will be charged to the renter and/or group.

A vacuum cleaner and cleaning supplies will be provided by Kinderhook Township Hall Balance of rental fee must be paid at least 14 days prior to the rental date. Security deposit will be refunded if written cancellation is received at least 3 months prior to rental date. If cancellation occurs less than 3 months prior to rental date, security deposit will not be refunded except in the event a new rental is booked for the same date, in which case 75% of the deposit will be refunded. Kinderhook Township reserves the right to refuse rental to any party.

Beverages or foods with red dye are not permitted.

No thumbtacks, staples, other sharp objects or tape or other adhesives may be used to attach decorations to the walls, ceiling or floor. All materials used must be noncombustible or flame resistant. Candles that may be used are candles with glass globes surrounding the flame. No thumbtacks, staples or other sharp objects may be used on tables or chairs.

Absolutely no smoking is permitted inside the building. Failure to comply will result in loss of security deposit. Smoking outdoors is permitted in designated areas and cigarettes, matches and other trash must be disposed of in provided container. Improper disposal on the ground will result in loss of security deposit.

- Music volume must be kept at a reasonable level.
- No flashing lights or music outside the building.
- Outside doors must be kept closed at all times.
- Tables and chairs will be set up by renter and returned to area where found when finished.
- Tables and chairs must remain inside the building.
- Building must be left in the same condition as it was found. Incomplete clean-up, black marks on the floors, or any other damage to building or grounds may result in part or all of security deposit being retained. Additional damage charges will be assessed to the Renter if the conditions warrant.
- Renter must be present for the entire rental period.
- All Renters items must be removed from the premises at event’s conclusion.
- No pets except service animals.

I have read and understand the Rental Agreement and Rules. By signing the Agreement and Contract I state that I will abide by the Rules and will be held responsible for any damage or problems which may occur in conjunction with my event.

Renter – Authorized Signature

Date

Rules and Fees are subject to change at any time upon the action of the Kinderhook Township Board

RENTAL CONTRACT

Date _____

Name/Organization _____

Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone (____) _____

Rental Date(s) _____

Event Description _____

Fees:

\$ _____ Security Deposit Date Paid _____

\$ _____ Rental Fee Date Paid _____

\$ _____ Date Paid _____

\$ _____ Total Amount Paid

\$ _____ Balance Owed (Due 14 days prior to rental date)

Rules attached to contract must be followed.

Renter – Authorized Signature

Kinderhook Township Authorized Signature

Date Office use only

Insurance papers _____ Rules _____