

LAKEFIELD TOWNSHIP RENTAL AGREEMENT

DATE OF USE: _____

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

REASON FOR RENTAL: _____

HALL IS RENTED TO LAKEFIELD TOWNSHIP RESIDENTS ONLY

SECURITY DEPOSIT AND RENTAL FEE

A combined security deposit and rental in the amount of \$220.00 (\$75 deposit & \$145.00 rental fee) shall be **due in full** with this contract. Checks will be accepted up to 30 days in advance of the rental date. **After that it will be Money Order only. MAKE CHECK OR MONEY ORDER OUT TO LAKEFIELD TOWNSHIP.**

TERMS AND GENERAL RULES

The hall is rented between 8am and 10pm unless other arrangements are approved. The key will be provided the day of the event. The key may be available if no other rental occurs the day before your event.

The security deposit shall be forfeited for any violation of the Rules and Regulations governing the use of the hall. The hall will be left in the condition you found it. Any monetary damage to the hall and the outside property exceeding the deposit of \$75.00 will be the renter's responsibility. Tenant shall be liable and responsible for all damages and injury to said premises or any person or property during the said period of occupancy.

Any use of alcohol or illegal substances in the hall or on the premises will automatically ban you from future use of the hall and loss of your deposit. Smoking is only permitted outside.

Should the forgoing dates of occupancy by tenant conflict with any **necessary public township business** requiring use of paid premises, tenant agrees to a cancellation of said lease for said date by Lakefield Township.

INDEMNIFICATION AGREEMENT

The user (named above) agrees to defend, indemnify and hold harmless Lakefield Township from any claim, demand, suit, loss, cost of experience, or any damage which may be asserted, claimed or recovered against, or from the User (named above) by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death, arises out of or is incident to or any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense if caused in whole or in part by the negligence of the User (named above), or by third parties, or by the agents, servants, employees or factors of any of them.

LAKEFIELD TOWNSHIP RENTAL AGREEMENT

RULES AND REGULATION GOVERNING THE RENTAL OF THE HALL

1. Tabletops must be cleared of trash and washed. Tables must be left standing and not stacks.
2. Chairs must be cleaned, if dirty, and folded. They should be placed on the chair rack when done. **DO NOT MOVE THE CHAIR RACKS**. The new white tables are for eating on only. The four older table can have heated items on them with a heat pad.
3. Sweep and Mop all floors. The mop is located in the men's restroom. Floor cleaner is located under the sink.
4. ABSOLUTELY NO GLITTER OR GLITTER DECORATIONS.
5. All trash and recyclable material must be deposited in the dumpster located in the parking lot.
6. Please pick up all your trash from the parking lot.
7. The windows must be closed and locked. In the winter, no doors or windows will be left open during the hall rental.
8. Please take all your belongs, food, and decorations with you when leaving the hall at the end of the day.
9. Kitchen counters must be cleared of trash, and counters must be washed. Coffeepots used must be cleaned. Please throw out your grounds. Dishes and silverware used must be washed, dried, and returned to their proper place. Stovetops, microwave, and refrigerator must be cleaned and left plugged in.
10. All lights must be turned off. Check lights inside. The three fire extinguishers must in their proper places, and not discharged unless a fire has taken place and reported to the authority.
11. Bathroom (toilet and sinks) will be wiped down and cleaned and trash will be taken out.
12. Thermostat must be set at **60 degrees** in the winter upon exiting and air-conditioning will be turned off upon exiting.
13. The hall deposit will not be returned if the key is not returned.
14. **DO NOT TAPE, STAPLE, PIN, OR ATTACH DECORATIONS TO THE NEW WHILE TABLES, CEILINGS, WALLS, DOORS, OR WINDOWS AND MOLDINGS. THIS WILL RESULT IN LOSS OF DEPOSIT. NO GLITTER**

My dated signature indicates that I have read, understand, and agree to all the terms and general rules and to the items listed above. I have received a personal copy of these rules and regulations and I attest I am a Lakefield Township Resident.

SIGNED:

_____DATE_____

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KEEP THIS PAGE. THIS IS YOUR COPY

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15. Hall capacity is 148

YOU WILL LOSE YOUR DEPOSIT IF THE HALL IS LEFT DIRTY OR DAMAGED.