

RENTAL AGREEMENT

This agreement is between building 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 as available 9:00 a.m. to midnight (includes clean-up) 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. Clean 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.

Failure to comply will result in loss of security deposit. **Absolutely no smoking is permitted inside the building.** 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 are always to be kept closed.
- 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 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. Rules and Fees are subject to change at any time by the Kinderhook Township Board.

RENTAL CONTRACT

Today’s Date _____ Event Date _____ Resident Yes No

Name/Organization: _____ Address: _____ Coldwater MI 49036

Contact Person: _____ Cell Phone #: _____

Rental Date & time range: _____ Event Description: _____

Fees:

\$ 100.00 due now _____ Security Deposit Date Paid and Rec’d initials _____

\$ _____ Rental Fee Date Paid and Rec’d initials _____

\$ _____ Total Amount Paid Cash Check # _____

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

Renter Signature

Kinderhook Township Authorized Signature

Insurance papers will be provided by my insurance company -no Alcohol on site. Renter initials _____

Insurance company name: _____ date certificate received: _____