

**Rental Agreement  
Everett Township Hall  
1516 E. 8<sup>th</sup> Street, White Cloud, MI 49349**

**Rules and regulations for the use of the Everett Township Hall**

1. The use of any alcoholic beverages on the premises is strictly forbidden.
2. The use, possession, sale, or delivery of narcotics, hallucinogens, marijuana, or illegal drugs is strictly forbidden.
3. Smoking or use of any tobacco products in the building is prohibited. Cigarette and cigar butts shall be put in the proper containers by the doors and not thrown on the ground.
4. No person or organization shall fire, discharge, or have in their possession any fireworks or other substance of any explosive nature within or upon the property of Everett Township.
5. No red pop or red punch of any kind is to be served or consumed in the hall due to carpet stains.
6. The building must be vacated by all guests by 12:00 midnight the day of rental unless otherwise authorized by the Everett Township Board.
7. Proper cleaning of the kitchen, equipment, and facilities after the use is required. The Hall and grounds shall be restored to the condition they were prior to occupancy. Failure to comply with this rule will result in the forfeiture of the deposit. If cost to repair any damage is greater than the deposit, lessee is responsible for that additional cost.
8. Cleanup of the hall and grounds is to be completed by midnight of the day of the rental agreement. All trash and garbage shall be hauled away by the lessee.

9. There shall be no decorations of any kind attached to the ceilings, walls, or light fixtures. No nails, staples or glue (including glue sticks) shall be used at any time and no tape shall be used on the surface of the tables
10. 25 (30" x 6') tables and 50+ chairs are included in the hall rental. These tables and chairs are ***not*** to be removed from the hall. Table service (dishes, eating utensils) is not provided.
11. Everett Township assumes no responsibility for any material, equipment, foodstuff, or beverages transported to the Hall for this contract.
12. Should the lessee or any of his/her guests be hurt or injured on the premises by any other guest or invitee, the township is hereby relieved from any and all liability and should any action be brought against the township, the lessee hereby agrees to hold the township harmless from any and all damages. A written report of any injury must be filed with the township if anyone is injured.
13. **Date/time is reserved when rent and deposit are paid.** Rent for the hall is \$65.00 for up to (4) four hours and \$125 for over (4) four hours. A \$100 damage/clean-up deposit shall also be paid at the time reservation of the hall is made. Rent and deposit are to be paid in two separate checks. Deposit will be returned after the hall is inspected for damage and cleanliness, normally within 5 days. **No exceptions.**
14. **Cancellation Fee:** A \$25 fee will be charged if the hall reservation is cancelled 30 days or less prior to the scheduled rental date. Special circumstances may be taken into consideration.

I have read the above rules and regulations for the use of Everett Township Hall and agree to comply with the same.

**Reservation Information:**

Rental date: \_\_\_\_\_

Time of rental: from \_\_\_\_\_ to \_\_\_\_\_

Rent Paid: \$\_\_\_\_\_ check #\_\_\_\_\_ dated \_\_\_\_\_

\$100 Deposit paid via check #\_\_\_\_\_ dated \_\_\_\_\_

Approximate number attending: \_\_\_\_\_

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

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_