

*Denis Stephens: Supervisor*

*Renee Ryland: Treasurer*

*Tracy Turner: Clerk*

# Ogemaw Township

*West Branch, Michigan*



*Sandra Hodgins: Trustee*

*Ronald Dantzer: Trustee*

## Township Hall Rental Contract

1. To qualify for the resident's rate for hall rental, THE RENTER MUST BE AN OGEMAW TOWNSHIP RESIDENT OR A PROPERTY OWNER IN OGEMAW TOWNSHIP, AND BE RENTING THE HALL FOR HIS/HER SON, DAUGHTER, PARENTS OR GRANDPARENTS, Drivers license, voter registration or property tax roll will be used to verify residency. All other users are considered to be non-resident rates for the purpose of this contract.
2. RENTERS ARE TO HAVE THE HALL CLEANED UP AND BE OUT NO LATER THAN 9:00 A.M. THE NEXT DAY PROVIDING THE HALL IS NOT RENTED THAT FOLLOWING DAY. If the hall is rented the following day, the renter is expected to have the hall cleaned the day of his/her rental. Please check with the custodian prior to picking up the key. At that time the key must be returned to the custodian along with completed rental check list
3. Each renter will be required to pay a security deposit within 10 days after it is reserved. The full amount of rent must be paid prior to the keys being released to the renter. The Hall Custodian has full responsibility for the hall and will collect monies due before releasing the keys. All fees are payable by cash, check or money order to Ogemaw Township. A \$25.00 fee will be imposed if an event is cancelled less than 30 days prior to reserved date. A survey of the premises will be made before and after each event to assess cleanliness and damages, if any. Black marks, confetti and food must be removed from all floors. The blinds must open and closed by using the cords. The windows are to be closed and locked, Fans turned off. The floor must be swept and tables wiped off. All spills on the floor must be mopped up. Leave the thermostat set at 55°.
4. Leave 10 tables up (the white ones) 9 tables with 6 chairs at each table on the floor. If more tables and chairs are removed from the store room then these must be returned to the store room and placed on the carts. Do not drag the tables across the floor. If hangers are removed from the coat rack they must be returned to the rack. The renter is liable for any and all damages which occur while the hall is rented in his/her name.
5. If the flags are removed they must be returned to the proper place in the hall.
6. Any and all decorations must not be a fire hazard or affixed in any manner to damage the hall. No nails, tape are to be used on the walls or light fixtures. Balloons and signs SHALL NOT be attached to the stop sign on the corner. The Custodian will arrange a time for the renters to decorate. An additional period of time for decorating will be permitted for a fee of \$15.00 if the hall is available.
7. NO FOOD OR BEVERAGES ARE ALLOWED OUTSIDE OF THE HALL.
8. ALCOHOL AND ILLEGAL DRUGS ARE NOT ALLOWED IN THE HALL OR ON THE HALL GROUNDS.

9. The Hall Custodian is responsible to observe any damages to the Township Property and report that information to the renter.
10. Cooking is permitted if it is a private party (like wedding, graduation etc.) If a person is having a fun raiser or public dinner, then a temporary license is required. It must be applied for through the Health Dept. at least 5 days before the event. An extra day of cooking will be permitted for a fee of \$25.00. Catering is allowed at the hall.
11. Do not leave food or beverages in the refrigerator. All spills in the refrigerator must be wiped up. The stove burners and oven must be left clean. If this is not done the deposit will not be returned.
12. All garbage must be removed from the hall and placed in the garbage containers outside the rear of the hall. If the containers are full, renter is responsible to remove garbage from premises. Do not leave any garbage on the ground outside the hall.
13. The renter agrees to conduct his / her activities on Township property so as not to endanger any person or property. The renter agrees to defend, indemnify and hold harmless the Township of Ogemaw from claim, demand, suit, lost cost of expense, or any damage which may be asserted, claimed or recovered against the renter 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 in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or part by the negligence of the renter or third parties. The renter must sign the Hold Harmless Agreement before the keys to the hall are given out.
14. The security deposit will be refunded after inspection of the premises to insure the hall was left in a clean, orderly condition with no losses or damages. The deposit will be refunded at the next board meeting or within 60 days. If the hall is not clean upon inspection, your deposit will be held at the rate of \$20 per hour with a \$10 minimum charge for any cleaning that must be done. It is recommended that the renter bring any necessary dish soap and/or towels that may be necessary to clean when they are finished. To insure a deposit refund, all items on the return checklist must be done.

Ogemaw Township Hall Rental Contract

Name:(Print) \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

Date of rental: \_\_\_\_\_ Purpose of rental: \_\_\_\_\_

Request Key Time: \_\_\_\_\_ Approximate time of key return: \_\_\_\_\_

I have received and read the terms of this agreement and hereby agree to abide by them for the rental of the Ogemaw Township Hall on the date shown above. ALCOHOL AND ILLEGAL DRUGS ARE NOT ALLOWED IN THE HALL OR ON THE HALL GROUNDS.

\_\_\_\_\_  
Renters signature

\_\_\_\_\_  
Date

**HOLD HARMLESS AGREEMENT**

To the fullest extent permitted by law, I or on behalf of my organization, agree to defend, pay in behalf of indemnify and hold harmless the Township of Ogemaw, its elected and appointed officials, employees, volunteers and others working on behalf of the Township of Ogemaw against any and all claims, demands, suits, or loss including all costs connected therewith and for any damages which may be asserted, claimed or recovered against or from the Township of Ogemaw, its elected and appointed officials, employees, volunteers or other working on behalf of the Township of Ogemaw by reason or personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with myself or my organization.

\_\_\_\_\_  
Renter's signature

\_\_\_\_\_  
Date

Please return this contract with deposit made payable to "Ogemaw Township" to hold date of rental to:

**Alyson Wood  
1308 Adam Dr.  
West Branch, MI 48661**

**This form must be submitted before a key will be issued.**

**For Township Use**

\$ \_\_\_\_\_ Deposit received on: \_\_\_\_\_ By: \_\_\_\_\_ Receipt #: \_\_\_\_\_  
Date

\$ \_\_\_\_\_ Rent Fee Received: \_\_\_\_\_ By: \_\_\_\_\_ Receipt #: \_\_\_\_\_  
Date