



## Alaiedon Township

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Mason, MI 48854  
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### TOWNSHIP HALL RENTAL AGREEMENT

Today's Date: \_\_\_\_\_

Renter's Name: \_\_\_\_\_

Organization (if any): \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Estimated Number of Guests: \_\_\_\_\_ (Capacity is 100)

Date of Use: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Time Period Requested:

8:00 a.m. to 5:00 p.m.

5:00 p.m. to Midnight

Rate: \$100.00 Per Period

**TOTAL RENTAL FEE: \$** \_\_\_\_\_

**Indemnification by Renter:** Renter agrees to indemnify the Township from and against any and all claims, debts, demands, or obligations that may be made against the Township in connection with the Renter's use of the Township Hall. If it becomes necessary for the Township to defend any action seeking to impose any such liability, Renter will pay to the Township all costs, judgments, and reasonable attorney fees incurred by the Township in effecting such defense.

**Rules & Regulations:** Renter shall abide by the Rules and Regulations and may not sub-let the hall to non-residents of Alaiedon Township.

\_\_\_\_\_  
RENTER'S SIGNATURE

\_\_\_\_\_  
ALAIEDON TOWNSHIP SIGNATURE

# ALAIEDON TOWNSHIP HALL RENTAL REGULATIONS

## RULES:

1. Only Alaiedon Township residents may rent the hall. Sub-rental is not allowed.
2. Maximum capacity at one time is 100 people.
3. Hall rental fee is \$100 per time period or \$200 for the full day.
4. Rental fee must be paid at the time the key is picked up, not more than two days before the rental.
5. Hours for the hall use are: 8 am – 5:00 pm and 5:00 pm – 12:00 midnight.
- 6. Renter must have the hall cleaned and ready for the next renter at the end of their period.**
- 7. Overlapping time periods will result in additional billing.**
- 8. Use of tobacco products is not allowed inside the building.**
- 9. No alcoholic beverages are allowed in the hall or on the grounds.**
- 10. Decorations shall not be hung from the ceilings, walls, or blinds.**
11. Do not prop the doors open. The air conditioning and heater allow for maximum comfort.
12. A television and VCR are available for use. You may bring in your own DVD player to hook up.
13. Replace the tables and chairs in the storage room exactly as you found them. Do not block the janitor's closet. Chairs should be in ten (10) stacks of twelve (12) high.

**NOTE: Failure to abide by any of the above will result in you not being allowed to rent the hall in the future. If the building is not left in the same condition as when you arrived, YOU, the renter, will be responsible for any fees incurred for restoring it to the prior condition.**

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Renter's Signature: I have read and agree to be responsible for the above items.

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## CLEAN UP CHECK LIST:

- \_\_\_\_\_ 1. Wash, dry, and take care of any dishes you have used.
- \_\_\_\_\_ 2. Leave dirty dish cloths and towels on the counter.
- \_\_\_\_\_ 3. Clean any spills that may have happened in the refrigerator, freezer, oven, walls, and floors.
- \_\_\_\_\_ 4. Make sure that bathrooms are clean of any spills, and remove trash.
- \_\_\_\_\_ 5. Take care of all tables and chairs as stated above (number 13).
- \_\_\_\_\_ 6. Vacuum all carpeting.
- \_\_\_\_\_ 7. Put used trash bags in outside dumpster.
- \_\_\_\_\_ 8. Place clean trash bags in kitchen and bathroom trash containers.
- \_\_\_\_\_ 9. Replace all items that you have used to their proper locations.

## BEFORE LOCKING THE BUILDING:

- \_\_\_\_\_ 10. Turn the heat down to 68 degrees or the air conditioner to 72 degrees.
- \_\_\_\_\_ 11. Make sure the oven and burners are turned off.
- \_\_\_\_\_ 12. Turn off all lights. \_\_\_\_\_ Furnace Room \_\_\_\_\_ Kitchen \_\_\_\_\_ Bathrooms \_\_\_\_\_ Cloak Room  
\_\_\_\_\_ Main Hall \_\_\_\_\_ Foyer \_\_\_\_\_ Table Room
- \_\_\_\_\_ 13. Make sure ALL doors are locked, including the back doors near the table room.
- \_\_\_\_\_ 14. Place keys in the drop box.