

# RENTAL AGREEMENT FOR USE OF WRIGHT TOWNSHIP HALL

Renter Name: \_\_\_\_\_

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

Phone number \_\_\_\_\_ Email: \_\_\_\_\_

Rental Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Purpose: \_\_\_\_\_

Rental from \_\_\_\_: \_\_\_\_ AM/PM to \_\_\_\_: \_\_\_\_ AM/PM

<u>Fees</u>	Resident Rate	Non-Resident Rate
	\$100.00	\$300.00

A \$100 cash deposit is required to reserve the Community Room. The rental fee (\$100 or \$300) is due two weeks prior to your event. When you pick up the key a checklist for cleanup will be given to you.

**Renter agrees to the following:**

- No use before 8 AM or after 12 AM.
- Hall capacity is 125 people, with 22 - 8' tables, 3 - 60" round, 200 chairs, and the curtain opened.
- **No alcoholic beverages** are allowed in Township Hall or on Township Property.
- No pets allowed.
- If the group is large, you must let us know in advance so the curtain can be opened.
- No smoking in the building, or within 25' of any door. The designated smoking area is on the south side of the building, outside of the back door.
- No red colored punch or juice.
- The Renter will reimburse the Township for the actual costs of any repairs needed as a result of damages.
- The Renter's use of the Township Hall property is limited to the Community Room, kitchen and restrooms. **The Board Room and any tables and chairs in it are not for public use.**
- The Township is not responsible for lost or stolen items, anything left at the hall will be held for 30 days.
- The Township Hall is accepted in its present condition and will be returned to the Township in the same condition.
- The Renter shall indemnify, save and hold harmless the Township from any and all claims for Renter's guest or licensee.
- No holes shall be made in walls or ceiling. Do not put tape on walls or ceilings.
- During rentals, no doors are to be blocked open to the outside.
- No rollerblade shoes or like items or bikes or any items that will leave marks on floor allowed in hall.
- The Renter will clean the Township Hall after use according to the checklist provided. You are responsible for completing the check list and leave it with the key in the drop box outside the entry door at the end of your rental.
- You may pick up the key 2 days prior to your rental, unless the room is reserved before your event. Please call ahead to make arrangements.
- You are not allowed into the hall until the reserved time of the rental, unless previously approved.
- Your deposit will be returned to you if you have followed all of the above.
- Township business, elections, other meetings, etc. take precedence over rentals.
- The "Township" hereby rents to the Renter, the Wright Township Community Center, 2024 Cleveland St. E, Coopersville, MI.
- The "Township" shall only be liable for any loss, damage or injury which results from a building defect, as provided by applicable Michigan law, if that defect is not caused by the Renter.

\_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_ has read and agreed to follow the rules of the rental agreement.  
Signature Date

Cash Deposit Received:	Key Pick Up:
Rental Fee Due Date:	Rental Fee Paid Date:
Received by:	Rental Check #

