



Pine River Township Hall
 1495 W Monroe Rd
 St. Louis, Michigan 48880

www.pinerivermi.gov

Phone: (989) 681-5523
 Fax: (989) 681-4188

HALL RENTAL CONTRACT

Name: _____ Home: _____
 Address: _____ Mobile: _____
 City, State, Zip _____ Date of Event: _____
 Michigan Driver's License Number: ____-____-____-____-____
 Include event on sign: Yes _____ No _____ (3 rows max w/ 18 characters per row)
 If yes, what type of event? ___Bridal, ___Baby Shower, ___Graduation/school?) _____
 Wording for sign:

THIS LEASE AGREEMENT, made this _____ day of _____, 20____, by and between the Township of Pine River, a municipal corporation, hereinafter designated "Lessor," and _____, hereinafter designated "Lessee."

WITNESSETH:

In consideration of the covenants and conditions hereinafter contained, it is hereby agreed by and between the parties hereto as follows:

1. The Lessor hereby lets and leases unto the Lessee, the assembly room at the township hall on (Date): _____, 2022.
2. Said premises may be used for meetings and family celebrations and for no other purpose, without the written consent of the Lessor.
3. The Lessee shall pay, at least 30 days in advance as rent thereof, the sum of \$200 to help offset the cost of maintenance, utilities, and upkeep of said premises as well as a \$50 refundable deposit. This deposit shall not be the limits of any liability. A refund

check will be processed when the Township, has determined that the property has been returned in a satisfactory condition

4. The Lessee shall not assign, transfer, or sublet this lease on said premises, or any part thereof, without the written consent of the township.

The Lessee shall be liable and responsible for returning the assembly room to a satisfactory condition, including:

- All tables and chairs have been returned to designated locations
 - All debris, food, and decorations, including waste and trash have been removed from the property
 - The premises have not been physically damaged. It is expected that the Lessee will restore the premises to an equal or better condition than prior thereto immediately following such activity.
5. The Lessee agrees to conduct its activities upon the premises so as not to endanger any person lawfully thereon and to indemnify and save harmless the lessor against any and all claims for injury to person or property arising out of the activities contracted by the lessee, its agents, members or guests, or invitees.
 - **Alcoholic Beverages are Prohibited** and shall not be allowed on the premises
 - **Smoking is Prohibited** in the Township Hall.
 - Nails, tape, or tacks are **not** permitted to be used on the walls.
 - Tables, chairs, and/or equipment shall **not** be removed from the premises.
 - Available rental time including decorating and set-up is 8:00 am - 10:00 pm.
 - Hall capacity is 100 people.

I acknowledge that I have received and understand the above agreement and I further assume responsibility for the rental of said hall. Furthermore, I shall indemnify and defend Pine River Township and shall hold it harmless for any claims, actions, damages, liability or expenses arising from our use of the premises, or any part of the premises, as a result of our invitees, licensees, or agents.

Lessee (Renter)

Township Representative

Date

Date

OFFICE USE ONLY:

Rental Date: ____/____/____ Event: _____

Contact Name: _____ Contact Phone #: _____

Number of people attending: _____

Number of tables needed: _____

Number of chairs needed: _____

Special set up instructions: _____

Receipt Number: _____

Date of Deposit: _____ Check #: _____

Date of Rental Payment: _____ Check #: _____

Issued Key #: _____ Twp Rep Initials: _____

Key Returned? Yes _____ No _____

Deposit Returned: Date: _____ Check #: _____ By: _____

Explanation if deposit was not returned: _____
