



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): \_\_\_\_\_, 20\_\_\_\_.
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, the full cost of rent to help offset the cost of maintenance, utilities, and upkeep of said premises.

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 96 people.
- Pets are not allowed. A dog or miniature horse trained to do work or perform tasks that are directly related to and mitigate the handler's disability are always welcome.

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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_