

Key # _____
Deposit Ck. # _____
Rent Ck. # _____

PERRY TOWNSHIP RENTAL AGREEMENT

Please send a \$ _____ deposit within 10 days or your date will not be reserved.

Send to: Perry Township
2770 W. Ellsworth Rd.
Perry, Mi. 48872

PLEASE PRINT AND FILL OUT COMPLETELY:

APPLICANT'S NAME _____

ADDRESS _____ ZIP CODE _____

PHONE NUMBER _____ DATE OF APPLICATION _____

DATE TO BE USED _____ TIME: FROM 9 A.M. TO _____

WHO SHOULD RECEIVE THE DEPOSIT REFUND WITH ADDRESS?

WHAT TYPE OF EVENT ARE YOU HOSTING?: _____

WHO IS THE EVENT FOR? _____

ARE THEY A TOWNSHIP RESIDENT, TAX PAYER OR IMMEDIATE FAMILY MEMBER?
___ YES ___ NO

ARE YOU HAVING ALCOHOL? _____

HOW MANY PEOPLE ARE YOU ESTIMATING WILL ATTEND? _____

CHARGE FOR USE: RENT \$ _____ DEPOSIT \$ _____

***** THIS IS A SMOKE FREE FACILITY *****

** PLEASE READ CAREFULLY AND COMPLETELY BEFORE SIGNING **

You must comply with all the following terms and conditions. This agreement is not valid unless approved. You must abide by the rules and regulations given to you or ALL or a percentage of your deposit will be withheld. If damage exceeds your deposit, you will reimburse the township for the actual cost of any damage done to any Township property during the hall rental as per the signed agreement .

To receive the township rental rate, **the person whom the event is for must be a resident or taxpayer of Perry Township or immediate family member of a resident or taxpayer, (Spouse, Mother, Father, Sister, Brother, Daughter, or Son.)**

If you want to decorate the day before your event, an additional rental fee of \$50.00 is required.

In exchange for the privilege of using the Township facilities for the purposes indicated on the above dates and times, the Applicant signing agrees and promises the following:

1. To clean the Township Hall inside as well as the grounds and put trash into dumpster.
2. To reimburse and pay the Township of Perry for any damage to the premises, building, equipment and grounds caused by Applicant's use. All tables and chairs will be inspected for damage after each rental. This means you could forfeit your whole deposit.
3. If damages are more than your deposit, you will be billed for the damages.
4. To use only the assembly room, kitchen facilities, and restrooms in said building during the above-indicated period.
5. **To (clean) return the hall and premises to the condition in which it existed when Applicant's use began.**
6. To indemnify and hold harmless the Township of Perry against any and all liability to persons or property brought within the hall or upon the property of the Township by Applicant, its members, agents, or anyone acting on the Applicant's behalf.
7. NO alcoholic beverages may be SOLD on the premises. If alcoholic beverages are served, no tickets to the event may be sold, nor any other form of cost sharing shall be allowed. The Applicant is personally responsible for any underage drinking or intoxicated person on the premises. NO alcoholic beverages are allowed at any graduation parties.
8. **If alcohol is being served at your function, you shall provide, at your sole expense, liability insurance, including property damage with a \$500,000 limit. You must present a certificate of proof insurance (called an accord form) and this must be presented at the time you pick up the keys for your rental, or NO keys will be issued. Contact you Homeowners insurance company and ask for an Accord form for the date you will be using the hall.**

Name of insurance company _____

You may pick up the key and pay your rent on the Tuesday or Wednesday before your rental from 9 am to 4 pm. **When you are done, leave the key in the mail slot at the west side of the building. You may not enter on the day of rental before 9 am, no exceptions.**

PLEASE READ THE RULES; AND IF YOU AGREE TO COMPLY WITH THE
RULES, PLEASE SIGN HERE.

Signature of Applicant

Accepted & Approved: Township Board

PERRY TOWNSHIP HALL DAMAGE REIMBURSEMENT

I, _____, AT _____
(Name) (Address)

Phone Number _____, who has arranged for a rental of the Perry Township Hall on the ___ day of _____, 20____, from 9 am to _____pm under the terms and conditions of the Perry Township Board's current policy, do pledge that I will reimburse the township for the actual cost of any damage done to any Township property during the hall rental. I further understand that the cost of damage may exceed the deposit and I will be responsible for the entire cost of damage.

Dated: _____ Signature _____

NOTICE: If you plan on serving water as a beverage, we recommend you bring bottled water.

The key must be picked up and rent paid for on Tues or Wed 9a-4p
Prior to your rental date.

PERRY TOWNSHIP HALL
2770 W. ELLSWORTH RD, PERRY MI 48872
517-625-4597

RENTAL RULES & REGULATIONS

Your hall rental begins at 9:00a.m. - Midnight on the day you have reserved.
If you enter and set up before 9:00am the day you reserved, you will be charged a \$50.00 set up fee that will be with held from your deposit.

Please retain this copy for your information when using the township hall.

1. Hall must be cleaned immediately after rental and you must be out by 1:00 a.m.
2. All floors, restrooms included, must be swept and spot mopped. Use COLD WATER ONLY
*** NO CHEMICALS***NO SOAPS OF ANY KIND***
3. All chairs and tables must be cleaned, placed on caddies, and put in the chair room. All foods & tape must be removed. No tables and chairs are allowed outside the building.
4. Keep children from swinging on the hangers or climbing up the walls of the coat rack area.
5. Do not throw decorative stones or decorations outside.
6. **DO NOT PUT TAPE, PUTTY, COMMAND STRIPS, NAILS, PINS, STAPLES OR THUMB TACKS ON THE WALLS, FLOORS, WINDOWS OR CEILING. Your deposit will be affected if the rules are not followed.**
7. **You may hang things on the walls but ONLY ON THE CORK STRIPS PROVIDED. Do not use the push pins anywhere but on the cork strips. Your deposit will be affected if the rules are not followed.**
8. **DO NOT HANG THINGS FROM THE CEILING. Your deposit will be affected if the rules are not followed.**
9. **Do not use Mylar (confetti) or glitter decorations**, as they are too hard to clean up.
10. Renter supplies own coffee pots, dishes, silverware, table coverings, towels, garbage bags, cleaning supplies etc.
11. Clean stove and refrigerator of spills. Wipe off counters and sinks.
12. Renter is responsible for removal of trash to dumpster out back. Including bathrooms. No exceptions.
13. No music after midnight. We have neighbors so please consider them. Keep your party inside unless you are outside smoking and deposit cigarette butts in the appropriate receptacle. Doors & windows must remain closed. The sound really carries here.
14. Turn thermostats down and air conditioners off before you leave.
15. Check all doors and windows to make sure they are locked and tightly closed. Close all doors to restrooms, ballroom, kitchen and storage rooms.

16. Leave the key in the mail slot on the west side of the building. **If you do not leave the key, your deposit will not be refunded.**
17. Please limit your roasters to FOUR and alternate plugs top/bottom along the wall.
18. This is a SMOKE FREE facility. Absolutely no smoking in the building during any time of your rental. There are ashtrays outside the doors. Do not throw cigarette butts on the ground. **USE THE ASHTRAYS. PICK UP ANY BUTTS THAT YOUR GUESTS HAVE THROWN ON THE GROUND.**
19. Hall grounds shall be cleaned of all debris, bottles, cans plates, cups, papers and cigarette butts.

DEPOSIT WILL BE RETURNED ON THE NEXT TUESDAY OR WEDNESDAY PROVIDING THE HALL IS CLEANED AND LEFT IN THE CONDITION YOU CAME INTO IT.

FAILURE TO COMPLY WITH THE RULES FORFEITS YOUR DEPOSIT AT THE DISCRETION OF THE TOWNSHIP BOARD. THE CUSTODIAN WILL CHECK AND COUNT ALL TABLES AND CHAIRS AND CHECK ON THE CLEAN UP OF THE HALL.

If the hall is not cleaned or is damaged as rules state:

1. Custodian will take pictures to be placed on file.
2. By Wednesday following the rental, the renter will be notified by phone or mail.
3. Renter has the right to appeal to the whole board at its next regular meeting.

DEPOSIT WILL BE WITHHELD AT THE FOLLOWING RATE:

Alcohol consumed without an Accord form (insurance)	100%
Alcohol consumed at graduation parties (this includes beer and wine)	100%
Key not returned (will refund deposit when returned)	100%
Any tables or chairs missing or taken out of the hall building	100%
Smoking inside of building	100%
Mylar or glitter used	100%
Doors or windows left open or hall left unlocked	100%
Damage to walls	50% - 100%
Damage to floors	50% - 100%
Damage to Ceiling	50% - 100%
Damage to tables, chairs, or hangers	25% - 50%
Candle wax on floors, tables or walls	25% - 50%
Failure to take trash to dumpster	25% - 50%
Littering on the outside of the hall	25% - 50%

If, after you have paid your deposit you decide to cancel your rental, you must notify the township at least 30 days in advance to have your deposit refunded. Any later than that your deposit will not be refunded.

If you have any questions, please feel free to phone our office at 517-625-4597 on Tuesday or Wednesday from 9am until 4 pm.

*****THESE ARE YOUR RULES AND REGULATIONS*****