

Rental Agreement

Sands Township hereby lets and leases unto the Lessee the multipurpose room on the following date:

Date: _____

Time: _____ a.m./p.m. to _____ a.m./p.m.

Premises may be used for a meeting room, social affair, reception, benefit, athletic event or other use approved by the Township, and for no other purpose without consent of the Township.

The Lessee shall pay 15 days in advance, the required sum, of a **deposit**, (if renting for a social event) and pay in advance the hourly rental fee. Lessee shall receive a written receipt upon payment of said deposit and rental fees.

WILL THERE BE ALCOHOL SERVED AT THIS EVENT? **MUST ANSWER** YES or NO (circle answer)

If serving alcohol, lessee:

- Must provide proof of insurance coverage with a minimum liability limit of \$500,000 at least 15 days in advance of event
- Is responsible for ensuring no alcohol is served to any individual under the age of 21

If a certificate of insurance coverage is not supplied to the township within these guidelines, then this agreement shall become null and void.

The Lessee is liable and responsible for any and all damage or injury to said premises or any person or property thereon during period of occupancy, and shall reimburse, indemnify, and hold the township fully harmless thereof. Lessee shall not assign, transfer, or sublet this lease on said premises, or any part thereof, without the written consent of the township. **Balance of deposit left, after deducting any necessary cleaning fees or other charges for damages**, shall be returned to Lessee not later than two weeks after occupancy if, upon inspection by a township representative, the premises are found to be in a clean and satisfactory condition.

Lessee shall keep the premises in a neat and orderly condition and free of rubbish and debris, which shall be picked up and removed from the premises immediately following any occupancy. Lessee shall abide by rules and regulations of recreation areas as well as the following:

1. Sweep all floors, if needed (broom is behind kitchen door).
2. No confetti/glitter is allowed. Evidence of glitter will result in forfeiting a minimum of \$25 of the deposit.
3. Wipe down tables, counter tops, kitchen sinks, and stove (as applicable).
4. Haul away garbage.
5. Vacate the building by no later than midnight (rentals cannot extend beyond midnight).
6. There is **no smoking permitted** in the building.
7. Do not use tape on the walls. Tack rails are available for hanging decorations. If paint is damaged from items hung on the walls, costs for repair will be deducted from the deposit.

Note: We have 10 rectangle and 12 round tables available. Please keep this in mind when planning your event.

Premise use _____

Name (Printed) _____

Signed _____
(Lessee)

Address _____ Phone # _____

_____ Rental Fee _____

Date _____ Surety Deposit _____

Sands Township Representative _____

CONTACT PHONE NUMBERS IN THE EVENT OF AN EMERGENCY DURING RENTING OF BUILDING.

****JJ - 906-630-2798****

Darlene – 906-249-9945
Carolyn – 906-361-0630