



3447 West Temple Dr. - Harrison, MI 48625

Rental Agreement For Use of Township Hall

Group or Lessee Name: _____
 Address: _____ City: _____ State: _____ ZIP: _____ Phone: _____
 Date of Rental Event: _____ Time: From _____ To _____
 Purpose of Rental Event: _____
 Person Responsible for Keys : _____
 Authorized Representative : _____ Date: _____

1. FULL PAYMENT: All checks should be made payable to Greenwood Township. The Rental Fee and the Deposit are due the day of the event. Any deviation in this procedure is subject to Township discretion. The Security Deposit will be refunded after the function, providing no damage has occurred. Rental Fees are not refundable.

2. AGREEMENT: The lessee shall indemnify the Township and insurers from any and all damage, cost or expenses, including attorney's fees, by any person or entity in law or equity that may at any time arise, be claimed, or be set up because of damages to property, bodily or personal injury caused in any manner by the lessee's use of the premises in conjunction with this Agreement to the extent such damages, costs or expenses are caused by any act or omission of the lessee, or its agents, employees or contractors. If lessee fails to pay any fees or monies due, then lessee agrees to pay all costs, fees and attorney fees associated with the collection of those debts. All Township Ordinances apply to this application. The lessee shall agree to pay for any damage exceeding the original deposit amount. Greenwood Township is not responsible for any lost or stolen property.

3. SECURITY DEPOSIT: There shall be a Security Deposit paid in cash or check to be held by the Township as security of all terms and provisions of this Agreement. The Rental and the Security checks must be issued separately. Upon full performance of the lessee of all the obligations due under the Agreement, and as stated in the Rental Policy, the Security Deposit will be returned. The Security Deposit does not bear any interest. The primary reason for retaining the Security Deposit is to insure that the lessee returns the Township's facility to its original condition prior to the rental event. Breach of any terms and/or provisions of this Agreement may result, at the discretion of the Township, in the complete forfeiture of the Security Deposit. In addition, the forfeiture of the Security Deposit shall not prevent the Township from taking legal action that may be necessary to recover any costs and damages incurred as a result of the lessee's use of the Township facility.

4. ALL MICHIGAN LAWS WILL BE FOLLOWED AND OBEYED

<u>RENTAL FEES</u>	<u>RESIDENT</u>	<u>NON-RESIDENT</u>	<u>SECURITY DEPOSIT</u>
4 – 6 hr. rental.....	\$85.00	\$100.00	\$150.00
6+ hr rental.....	\$150.00	\$175.00	\$150.00
Government Entity.....	NoCharge	NoCharge	\$150.00
Lily Lake Improvement Assn (Spring and Fall meetings).....	\$75.00		\$150.00

Any charges for rental times not shown above shall be subject to Township discretion.

OFFICE USE

Rental paid (date)	/Rental Amount \$	/Receipt #	/Date Scheduled:	/Scheduled By:
Deposit paid (date)	/Deposit Amount \$	/Receipt #	/Keys #	/Host Liquor Liability Ins