

STAPLE THIS FORM TO THE FRONT OF ALL RENTAL CONTRACTS

Return check to: _____

Address: _____

Rental Date: _____ Room Rented: Senior: _____ North: _____ Community: _____

Reason: _____

Rental Amount: _____ North room in lieu of Senior _____ Funeral See #21 _____ Other _____

Other: _____

Deposit Amount: _____ Initials _____

Total Amount Due: _____ Above information filled out by: _____

Declaration Page Faxed to Deerfield from Insurance carrier for \$300,000.00 liability (see #18 of contract)

	Amount	Received On	Ck#/Cash	Rec #	
Deposit: \$	_____	_____	_____	_____	_____
Other: \$	_____	_____	_____	_____	_____
Other: \$	_____	_____	_____	_____	_____

TOTAL \$ _____ Must equal Amount Due at top of page and must be received 2 weeks prior to event along with Insurance Binder.

Security Guard has been notified for Rental Unit if required. _____

ALL INFORMATION AND SIGN OFF ABOVE MUST BE COMPLETE BEFORE KEY IS GIVEN OUT

KEY # _____ Given To: _____

KEY RETURNED # _____ Date Returned: _____

Deposit Amount Returned: \$ _____ Ck # _____ Date: _____

NOTES: _____

DEERFIELD TOWNSHIP HALL RENTAL AGREEMENT

Community Room, Elevator, stairs 75'x 48' 3,600 Sq. ft. 233 Persons Maximum Allowed 7 hr rental/must end before 2:00am \$150 Deposit required to reserve \$600 Rent \$75 Night B4 decorating \$32/Hr rent / add 1 hr \$25/Hr cleaning rate \$250 janitorial cleanup \$300,000 Liability Insurance NO ALCOHOL OUTSIDE	North Room 97 Persons Maximum Allowed 7 hr rental/must end before 2:00am \$150 Deposit required to reserve \$400 Rent (\$200 in lieu of Senior*) \$25 Night B4 decorating \$32/Hr rent / add 1 hr \$25/Hr cleaning rate \$125 janitorial cleanup \$300,000 Liability Insurance NO ALCOHOL OUTSIDE	Seniors Room (No Alcohol Allowed) 56'x19' 1,064 Sq. ft. 50 Persons Maximum Allowed 7 hr rental/must end before 2:00am \$150 Deposit required to reserve \$200 Rent \$25 Night B4 decorating \$32/Hr rent / add 1 hr \$25/Hr cleaning rate \$115.00 janitorial cleanup \$300,000 Liability Insurance NO ALCOHOL OUTSIDE
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This lease agreement made between _____, hereinafter designated as "Lessee", and the Township of Deerfield, a municipal corporation, hereinafter designated as "Township", WITNESS TO: In consideration of the covenants and conditions hereinafter contained, IT IS HEREBY AGREED by and between the parties hereto as follows:

1. **ROOM:** The Township hereby lets and leases unto Lessee, the following described premises owned by the Township:
 Community Room _____ North Room _____ North Room in lieu of Senior Room* _____ Senior Room _____
 *In the event the Senior Room is requested and already booked, the North Room can be booked at a reduced rate but with No Alcohol and No Security Guard if within 14 days of the event.

2. **PURPOSE:** Said premises are to be used for _____ and no other purpose.

3. **ALCOHOL:** Alcoholic beverages will _____ will not _____ be served. (NO ALCOHOL IN SENIOR ROOM OR ANY RENTAL ROOM IF AT A FREE OR REDUCED RATE).

4. **JANITORIAL CLEANUP:** Lessee wants _____ does not want _____ janitorial cleanup.

5. **RENTAL PERIOD:** Rental period is on the _____ day of _____, 20____,
 from _____ a.m./p.m. to _____ a.m./p.m. **OR**
 Every _____ beginning _____, 20____ thru _____
 from _____ a.m./p.m. to _____ a.m./p.m.

6. **DEPOSIT:** The Lessee shall pay the respective deposit to reserve the room. The deposit, less any additional charges, will be returned within 10 days after the rental (for funerals see # 21 of contract).
7. **RENT and KEY:** Lessee agrees to pay the appropriate rental fees **two (2) weeks prior to obtaining the key. The key is to be picked up the Thursday prior to the event** (for funerals see # 21 of contract).
8. **SECURITY GUARD:** The Township shall make arrangements for the Security Guard (if required) for the rental. The Security Guard's time begins ½ hour before the rental begins and ends after he/she has checked the hall for damages, the key is returned and the checklist is signed by the lessee. Security Guard overtime will be charged at the overtime rate beginning after 7 hours rental time; hall rental time will be charged at the hall overtime rate after 7 hours rental time. Lessee agrees Security Guard(s) as well as local Police Department may be regularly patrolling the building and grounds.

9. **CLEANUP:** Coffee pots, garbage bags, pitchers and (steam table, if requested) are provided. All items used by the lessee must be cleaned; table covers and decorations must be removed; and trash placed in dumpster. Lessee shall be liable and responsible for all clean-up necessary to restore the facility to a condition equal to the condition it was found in prior to the rental activity (This includes all space the rental has access to such as entryway, stairs, elevator hallways, parking lot, etc.). **All chairs are to be placed on the chair racks unless you have paid for full janitorial cleanup (failure to do so will result in the loss of your security deposit.)** The rental room, entryway, bathrooms, kitchen, stairwell and elevator are to be swept and mopped after the event. Tables are to be reset according to the diagram posted in each room prior to vacating the premises. **Additional cleaning deemed necessary by the Township to restore the premises to satisfactory condition will be charged at the cleaning rate and deducted from the Security Deposit.** All lights must be shut off before Lessee leaves premises. Entryway and outside lights are preset by a timer; they come on and shut off at a preset time. Hall doors are to be closed (not propped open) at all times. Thermostats must be left at their preset settings. If Lessee desires, Janitorial cleanup will be provided at an additional cost. SEE CLEANUP RULES ATTACHED AND POSTED IN RENTAL ROOM. Parking lot is to be free of all debris.
10. **PERMITS:** Lessee agrees to pay for any permits and/or licenses, (i.e. gaming, alcohol, etc.) required by any governmental authority and to pay any taxes incidental to the use of the described premises under this lease.
11. **EJECTION FROM PREMISES:** The Township reserves the right to eject from Township property, including leased premises, any person(s) deemed by the Township to be objectionable and, upon exercise of this right by the Township; Lessee waives any and all claims for damage against the Township.
12. **NUMBER OF GUESTS:** The Lessee shall not admit to said premises a larger number of persons than the capacity of the rooms (Community Room-233, North Room-97, and Seniors Room-50)
13. **OBSTRUCTIONS & NON-PERMITTED USES:** The Lessee will not obstruct in any way; any sidewalk, entry, exit, passageway, vestibule, elevator, stairway, or access to public utilities. The doors, stairways and openings that reflect or admit light into the building, radiators and house lighting attachments shall not be covered or obstructed by Lessee except with prior written approval of the Township when necessary to provide lightning effects for performances. No engines or motors are permitted inside the premises, or the use of oils, bottled gas, camphene, kerosene, naphtha or gasoline for mechanical or any other purpose.
14. **TERMINATION:** The Township reserves the right to terminate this contract in its entirety or in part at the option of the Township immediately upon the happenings of the failure by the Lessee to perform, keep and observe any of the terms, covenants and/or conditions herein contained on the part of said to be performed, kept and observed.
15. **CANCELATION:** Cancellation or rescission of this contract shall not relieve Lessee of any liabilities and/or obligations hereunder which shall have occurred prior to the effective date of the cancellation or rescission. Lessee may cancel with full return of deposit with 60 day advance written notice to the Township before the event; one half of deposit with 30 day notice. No refund without written cancellation notice at least 30 days prior to the event.
16. **ASSIGNMENT OF CONTRACT:** This contract may not be reassigned, transferred or sublet without prior written consent of the Township. This agreement shall bind all persons claiming under the parties hereto in whatsoever character or capacity, as fully as if they were in every instance herein named. The inability of any particular clause, provision or covenant herein shall not invalidate the remainder of this agreement, but the same shall be and remain valid in all respects as fully as the law will permit.
17. **DEFACING OF PREMISES:** It is agreed that Lessee shall not injure or mar, nor in any manner deface said premises and shall not cause anything to be done whereby the said premises shall in any manner be injured, marred or defaced. Lessee will not drive nails, hooks, tacks, staples or screws into any part of said building; will not make any alterations of any kind therein; shall pay for or otherwise make good or repair all damage to the building and property of the Township caused by the Lessee, its agents, employees, guests or invites during tenure of this contract.
18. **INSURANCE:** Lessee shall provide an insurance binder or have insurance carrier fax a copy of liability insurance in the amount of \$300,000 prior to receiving the keys (for funerals see # 21 of contract). Lessee agrees to abide by all laws of the State of Michigan and all rules of the Michigan Liquor Control Commission including but not limited to those prohibiting serving of alcoholic beverages to those under the age of twenty-one (21) or to intoxicated people.

19. **HOLD HARMLESS:** Lessee agrees to defend, indemnify and hold harmless Deerfield Township and their officers , directors, agents, and employees from and against all claims, damages, losses and expenses, including attorney's fees, with regard to any claims of any type including but not limited to claims resulting from food, alcohol, catering and/or catering service presented by or on behalf of any guest attending the event for which the premises are being rented, and also with regard to any claims arising from any acts or omissions of any guest occurring while attending such event, or subsequent to such attendance, but allegedly attributable to activity and/or circumstances at such event.
20. **LOSS OF POWER:** The rental rooms are **not equipped** with a backup generator. In the event of a power interruption the event may have to be canceled and rescheduled.
21. **FREE OR DISCOUNTED RENTAL CHARGES:**
 - A) Requires a rental contract
 - B) Requires an insurance binder and security deposit (for funerals these items may be waived if within one (1) week of the passing)
 - C) No alcohol
 - D) Deposit will be returned if everything is cleaned up and back in order.

FREE RENTALS. The free rental is only if a room is available. The free rental is only if alcohol is not going to be served. The following are grandfathered in for one free rental per year on Friday thru Sunday.

- 1) FUNERAL The intent is to provide one free funeral rental for each person that lived in the Township.
- 2) BOY SCOUTS (For each Troop Number)
- 3) 4H GROUP

The following can be given a free rental if rental is on Monday thru Thursday.

- 4) CHARITABLE ORGANIZATIONS (501c)
- 5) FUND RAISING for HARDSHIP CASE
- 6) COMMUNITY SERVICE ORGANIZATIONS

REDUCED RATE RENTALS. The reduced rate is only if a room is available Friday thru Sunday. The reduced rate is 50 % of regular room plus the full price of the security guard. Alcohol is not to be served.

A reduced rate may be given for the following:

- 1) CHARITABLE ORGANIZATIONS (501c)
- 2) FUND RAISING or HARDSHIP CASE
- 3) COMMUNITY SERVICE ORGANIZATIONS

Deerfield Township does not carry any type insurance for any of your property or that of your guests. Rental and deposit fees are subject to change if leased more than six (6) months in advance. Other terms of this contract may be subject to change upon ninety (90) day notice to Lessee.

I will have my insurance carrier provide a copy of \$300,000 Liability Insurance before receiving the keys (see # 18 of the contract).

I have read, understand and agree to abide by all of the above terms of this agreement.

_____ **Date** _____
SIGNATURE OF LESSEE

Printed name of lessee: _____

Address of Lessee: _____

Name and address of person security deposit is to be returned to if different from above:

Telephone of Lessee: _____

Witness: _____
Deerfield Township Representative

**DEERFIELD TOWNSHIP
HALL RENTAL RULES**

- 1) Liability Insurance of \$300,000 must be faxed from insurance carrier to Deerfield Township for all rentals (for funeral exceptions see # 21 of contract)
- 2) Deposit fee is required to reserve the hall for all rentals (for funeral exceptions see # 21)
- 3) Pick up the key on Thursday before the event.
- 4) Rental and extra janitorial cleanup fees are due two (2) weeks prior to the rental date.
- 5) The hall is available to decorate the day before the rental date if not already rented that day.
- 6) Do not use tacks, nails, screws or staples in the walls or ceiling.
- 7) Do not throw glitter, rice, confetti, bird seed, etc. inside or outside the hall at any time.
- 8) When moving tables, please have two people pick them up. **DO NOT** slide tables on the floor.
- 9) The use of sand or other gritty material on the floors may cause damage the wax finish and cause a re-waxing charge.
- 10) Mop all bad spills as they happen for safety.
- 11) Sweep and mop the rental area after the event unless Full Cleanup is paid for.
- 12) Failure to abide to all rules or to clean up property properly may result in an extra janitorial charge being assessed against your security deposit.**

RULES FOR CLEANUP

If you have paid for janitorial cleanup, at the end of the event just do #'s 1, 2, 10 & 11, all others do items 1 thru 11. If not done and cleaning is deemed necessary by the Township to restore the premises to a satisfactory condition, you will be charged at the cleaning rate and it will be deducted from the Security Deposit.

- 1) Mop up spills as they happen during the event for safety.
- 2) Take all decorations down including outside.
- 3) **PLACE CHAIRS ON CHAIR RACKS. Failure to do so will result in a loss of your security deposit.**
- 4) **Reset all the tables as indicated.**
- 5) Wipe tables off.
- 6) Take all trash from rental hall and bathrooms out the East doors and place in the dumpster located in the back of the parking lot. Anything dropped along the way must be cleaned up.
- 7) Sweep and mop the floors in kitchen, bathrooms and rental room. Broom, mop and bucket for the Community Room can be found in the closet near the kitchen. Broom, mop and bucket for the North Room is in the men's bathroom. Broom, mop and bucket for Senior Room is in the kitchen.
- 8) Clean the kitchen:
 - Wash and dry all pitchers and place back in cupboard.
 - Wash and dry the coffee pot and put it away.
 - Wash all counter tops, tables, stove and sink
 - Wipe out the coolers
 - Scrub the sink
- 9) **Additional cleaning deemed necessary by the Township to restore the premises to satisfactory condition will be charged at the cleaning rate and deducted from the Security Deposit.**
- 10) Turn off the lights.
- 11) Leave the key with the security guard or place in the drop box if there is no security guard.

Failure to follow these rules or to clean up property may result in an extra janitorial charge.

SUPERVISOR COMPUTER 3/7/18