

TOWNSHIP OF WELLS

Tuscola County

Hall Rental Agreement

Wells Township is pleased to make available its hall for use by the public. The use of the Township Hall is available on first come, first serve basis. Any individual, group, or organization that completes this agreement may use the hall if the proposed use is approved. You and/or your group's use of the Township Hall described in this agreement are subject to the terms and provisions of this agreement as well as all laws, rules and regulations of the State of Michigan, County of Tuscola, and the Township of Wells.

Today's Date: _____ Date of Rental: _____

Person or Organization Responsible for Hall Rental: _____

Address: _____

Phone Number(s): Cell _____ Home _____

Type of Event: _____

A LETTER FROM YOUR INSURANCE AGENT EXTENDING YOUR HOMEOWNERS LIABILITY INSURANCE, INCLUDING PROPERTY DAMAGE TO THE WELLS TOWNSHIP HALL, IS REQUIRED IN OUR OFFICE TWO WEEKS BEFORE YOUR EVENT. THIS INSURANCE COVERAGE MUST BE FROM THE PERSON OR ORGANIZATION THAT IS RESPONSIBLE FOR THE HALL RENTAL (PERSON SIGNING THIS AGREEMENT).

Agreement: The person or organization named above, hereafter called "Tenant", hereby rents from the Township of Wells the Wells Township Hall, hereafter called "Hall". The tenant shall pay a rental fee as follows:

Township resident and/or township taxpayer \$200 plus \$150 refundable deposit,

Non-resident/non-taxpayer \$250 plus \$150 refundable deposit; and

Agrees to abide by all rules set forth. At the time of execution of this hall rental agreement, the Tenant shall pay \$50 of the deposit to reserve the date and the balance due (\$100) plus the rental fee will be paid two (2) weeks before the rental date.

Funerals: A funeral luncheon rental for a township resident/taxpayer is free. The Township reserves the right to ask for proof of residency. The property and liability insurance and the \$150 deposit are still required and will be returned in the same manner as a rental.

Deposit: *The deposit is security for performance of all the terms and provisions of this agreement. Upon full performance by the Tenant of all the obligations due under this agreement, the deposit shall be returned to the Tenant. The deposit does not bear interest. The primary reason for retaining a deposit is to make sure that the Tenant returns the Hall to its original condition prior to the use of the Hall. Any breach of any of the terms and provisions of this agreement may result, in Wells Township's discretion, in the complete forfeiture of the entire deposit. In addition, the forfeiture of the deposit shall not prevent Wells Township from taking any legal action that may be necessary to recover any costs and damages incurred as a result of the Tenant's use of the Hall.*

Cancellation: *The tenant must notify Wells Township thirty (30) days prior to their event of a cancellation, or they will forfeit their \$50 deposit.*

Rules: *The Tenant and any other person acting under the authority of, guest of, agent of or employee of or in concert with the tenant shall abide by rules of Wells Township, posted in the hall, and attached to this agreement, concerning use and cleanup of the Township Hall.*

Liability: *Wells Township shall not be responsible for any damage to, loss of, or destruction of any items of property of the Tenant or any person acting under the authority of, guest of, agent of or employee of or in concert with the Tenant. The Township also shall not be liable for any damages of any kind in the event the hall becomes unusable by the tenant for whatever reason. The township shall not be accountable or financially responsible for any unforeseen circumstances that may arise on the Tenant's rental day.*

The Tenant agrees to indemnify and hold harmless Wells Township and its officials, appointees, and employees from any and all loss, cost, damage or expense arising out of injury to any person or damage to any property whatsoever or whatsoever.

Security: *The Tenant shall take all precautions necessary to protect any person coming into the Hall or upon the premises during any time of possession, use or misuse of the Hall by the tenant or any other person acting under the authority of, guest of, agent of employee of or in concert with the tenant from injury, and when necessary, to keep signs posted and persons posted so as to properly protect such persons. The Tenant shall comply with all building and sanitary laws and all state, county, and township rules, ordinances, and regulations.*

Property: *The Tenant shall be responsible to pay for repair of any damage, other than ordinary wear and tear, caused to the Hall while being used by the tenant or any other person acting under the authority of, guest of, agent of, employee of or in concert with the tenant.*

Insurance: The Tenant shall obtain and provide to Wells Township general liability insurance in the amount of \$1,000,000 coverage. A certificate of insurance from your insurance company stating you have \$1,000,000 general liability plus property damage on your homeowner's policy and extending the coverage to the Wells Township Hall for the day of your rental or proof of insurance that general liability plus property damage has been purchased for the day of your rental covering the Wells Township Hall. The person or organization signing this agreement as the Tenant shall be the person or organization obtaining and providing general liability insurance.

Possession: Wells Township shall provide the Tenant access to the Hall the evening before their rental for decorating and storing food only. The parties agree that access to the Hall must depend on availability of the Hall and Wells Township agrees that access to the Hall shall be provided to the Tenant no later than the entire day of the rental day. If the Tenant can decorate and store food the evening before their rental day, then the Tenant shall get insurance coverage for both the day before and the day of their rental day. The Tenant will not hold Wells Township responsible if something beyond the townships control happens and the Tenant cannot use the hall. If this shall happen, all rental fee and deposit will be returned.

Occupancy: The Hall has a maximum occupancy of 100 people.

Keys: As the Tenant leaves the building, they shall leave the key in the box at the entrance and make sure all doors are locked.

Sub-agreements: The Tenant shall not assign, transfer, or sublet this agreement or any part thereof, without the written consent of Wells Township.

I, the undersigned do hereby acknowledge, represent, and warrant that I have read the above terms and provisions of this agreement, that I understand them, and that I agree to abide by the terms, conditions and rental rules attached to this agreement.

Signature of Tenant

Date

For Township Use Only

Resident: Y N Date scheduled _____ Rental Amount: _____
Deposit Amount: _____ Deposit Paid _____ Deposit Balance _____
Balance Paid _____ Insurance Y N

TOWNSHIP OF WELLS
HALL RENTAL RULES

1. *Not to bring, consume or sell alcoholic beverages on the premises.*
2. *To use only the community room, kitchen facilities and restrooms.*
3. *To clean the premises at the end of the event.*
4. *Not to attach posters or signs to the building (inside or outside). The use of tacks, staples, or any type of tape on any surface is forbidden. This includes walls, windows, tables and ceiling.*
5. *To clean and return all township property to designated storage spaces.*
6. *When setting up tables and chairs, please do not block the exits.*
7. *The use of rice, glitter, sparkles, jelly, or jellied substances is forbidden.*
8. *The stove, refrigerator, microwave, and all countertops must be cleaned.*
9. *All spills on floors must be damp mopped up.*
10. *Kitchen and bathroom floors must be swept and mopped at the end of your rental day and the community room must be vacuumed.*
11. *No candles.*
12. *No pets on premises except service dogs.*
13. *No smoking indoors.*
14. *Do not park on lawn on the West side of the Hall.*
15. *All functions end at 11:00pm. This includes clean up time.*
16. *A first-aid kit is available in the kitchen.*
17. *The area around the Township Hall is residential. If there are complaints, you will be asked to quiet down. If you do not, persons responsible and guest will be asked to leave the Township Hall.*
18. *If you leave any mess in the Township Hall, we will keep all your deposit to pay for clean up. Please leave hall as it was before your rental.*
19. *The Tenant shall be held responsible for all breakage, damages, and theft of all furnishings, equipment, and damage to the Township Hall*
20. *Not following the rules listed above will result in loss of your deposit.*

I, the undersigned do hereby acknowledge, represent, and warrant that I have read the above terms and provisions of this agreement, that I understand them, and that I agree to abide by the terms, conditions and rental rules attached to this agreement.

Signature of Tenant

Date

Mail agreement to: Carmen Stevens, Supervisor
2190 Frankford Rd
Caro, MI 48723
989-550-4913