

**ANTRIM TOWNSHIP
HALL RENTAL AGREEMENT
(PLEASE COMPLETE AND RETURN A.S.A.P.)**

APPLICANT: _____ DATE OF APPLICATION: _____

ADDRESS: _____ PHONE: _____

Are you an Antrim Township Resident?: (Please circle) YES NO

RENTAL PERIOD: DATE: _____ FROM: _____ (A.M./P.M.) TO: _____ (A.M./P.M.)

IT IS HEREBY AGREED THAT, IN EXCHANGE FOR THE PRIVILEGES OF USING THE TOWNSHIP HALL, AND IT'S FACILITIES, THE APPLICANT, ITS MEMBERS, FAMILY, RELATIVES, FRIENDS, AGENTS, EMPLOYEES AND GUESTS (INVITED OR NOT) SHALL FAITHFULLY AND FULLY PERFORM ALL OF THE FOLLOWING AND ENFORCE THE SAME:

1. A \$100 (for residents) or \$200 (for non-residents) security deposit to be paid in advance upon the signing of this agreement must be received from a township resident only within 24 hours to hold calendar date. This security deposit shall be fully refundable upon completion of the terms if the following conditions have been fully and faithfully performed.
2. To pay a rental fee in the amount of \$125 (for residents) or \$200 (for non-residents) in advance.
Please write separate checks made payable to Antrim Township for the rental and the deposit.
3. NO ALCHOLIC BEVERAGES OR CONTROLLED SUBSTANCES SHALL BE ALLOWED OR USED ON ANY TOWNSHIP PROPERTY AT ANY TIME.
4. NO SMOKING IN THE BUILDING.
5. To clean up the Township Hall and surrounding grounds and to remove all trash from the Township Hall and grounds no later than at the conclusion of the rental period. **If the resident fails to remove garbage, deposit with be withheld.**
6. To return the Township Hall and grounds to the same condition as existed prior to applicants use. (See "Rules and Regulations")
7. To indemnify and assume all actual attorney fees and costs, and to hold harmless the Township of Antrim, its officials and agents against any and all liability for use of township property, hall and premises. This provision applies to the applicant, its members, family, relatives, friends, agents, servants, guests (invited or not), employees and invites.
8. To use only the parking area, the assembly room, kitchen facilities and restrooms.

For Township Use: Deposit Received	_____ / _____ / _____	Check # _____	Amount _____	Initials _____
Rental Fee Received	_____ / _____ / _____	Check # _____	Amount _____	Initials _____

9. To reimburse and pay the Township of Antrim for any damages to the building, equipment, grounds, facilities, or premises caused by the applicant, applicant's family members, relatives, friends, agents, servants, employees, guests (invited or not), and invites.
10. To report promptly to a township official any damages that occurred to the township property, hall and/or premises.
11. To return all tables and chairs to the same place where the applicant found them.
12. To remove all items of personal property brought onto the township premises, as the township will not assume responsibility for any items of personal property left on the premises.
13. To allow a gathering no larger than 175 persons.
14. TO CLEAN UP AND VACATE THE TOWNSHIP HALL BY 1:00 A.M.
15. PLEASE LEAVE THE KEY ON THE KITCHEN COUNTER UPON DEPARTURE.

THE APPLICANT FULLY UNDERSTANDS AND AGREES THAT SHOULD ANY OF THE FOREGOING MANDATORY REQUIREMENTS BE BREACHED, ANTRIM TOWNSHIP SHALL BE ALLOWED TO KEEP THE ENTIRE SECURITY DEPOSIT. AS THE SAME SHALL BE DEEMED FORFEITED FOR BREACH OF THE CONTRACT ON THE APPLICANT'S PART.

I, THE UNDERSIGNED APPLICANT, DO HEREBY REPRESENT THAT I HAVE READ THE FOREGOING REQUIREMENTS. I DO UNDERSTAND THE SAME AND DO HEREBY REPRESENT THAT I WILL FAITHFULLY PERFORM ALL THE ABOVE REQUIREMENTS.

Applicant Signature

Date

THE ABOVE APPLICANT SHALL HEREBY BE ALLOWED TO RENT THE TOWNSHIP HALL AS STATED.

Antrim Township Official
12014 Bancroft Road
Morrice, MI 48857
Telephone: 989-634-9051

Date

TOWNSHIP OF ANTRIM

Please retain this copy for your information when using the Township Hall.

RULES AND REGULATIONS FOR HALL RENTAL

1. Hall must be cleaned immediately after rental, no later than 1:00 a.m.
2. All floors, restrooms included, must be swept and spots mopped up.
3. All tables and chairs will be placed as found.
4. Remove all tape from tables and wash tables.
5. Renter supplies own dishes, silverware, towels, garbage bags, etc.
6. Clean stove and refrigerator.
7. Renter is responsible for removal of trash. (NO exceptions).
8. Clean restrooms.
9. No tape or marks on walls or ceiling.
10. Use ladder for decoration, not tables and chairs. Do not use nails, pins, staples or thumbtacks.
11. No music after midnight.
12. Check **all** doors to make sure that they are locked and closed tightly.
13. Leave the key in the kitchen. **If you do not leave the key, your deposit will not be refunded.**
14. Please turn off all lights inside and out upon leaving.

Failure to comply with rules forfeits your deposit at the discretion of the Township Board.

Applicants Signature

Date

Antrim Township Hall Damage Reimbursement

I, _____, of _____
(Applicant's name) (Address)

_____ being a resident who has arranged for rental of
(Phone number)

the Antrim Township Hall on the _____ day of _____ 20____

from _____ a.m. / p.m. to _____ a.m. / p.m. under terms

and the Antrim Township Board's current policy, do pledge that I will reimburse the

Township of actual cost of any damage done to any Township property during the rental

period.

Signature

Date

Witness Signature

Date

ANTRIM TONWSHIP HALL RENTAL – COVID WAIVER AGREEMENT

I, _____, as a renter, agree to follow all COVID avoidance guidelines in place, at time of rental agreement signing and usage, which are set for the State and Governmental agencies. Renter(s) and guests agree to hold Antrim Township "harmless" should any participants in Renter's event at the Antrim Township Hall either contract or test positive for the COVID virus. Renter(s) and guests agree that Antrim Township personnel, or contracted services, has in their best effort, taken precautions to sanitize and clean rental area to avoid contact with COVID virus and hold them harmless from such.

I have read, understand and agree to abide by the COVID guidelines and conditions for the use of the Antrim Township Hall building.

Renter signature: _____ Date: _____