

# Thetford Township Rental Agreement

This rental agreement is entered on \_\_\_\_/\_\_\_\_/\_\_\_\_

between

**Thetford Township Hall, 4014 E. Vienna Road, Clio, MI 48420 and**

Name of Renter: \_\_\_\_\_ **Rental Date:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Additional Phone: \_\_\_\_\_

Type of Function: \_\_\_\_\_ **Start Time:** \_\_\_\_\_

**Finish Time:** \_\_\_\_\_

## **1. Facility Rental**

The rental fee covers the use of the Thetford Township Recreational Hall which includes restrooms and a kitchen. Chairs and tables are provided and is not to exceed 250 people. Food must be prepared in the kitchen ONLY.

## **2. Rental Fees and Deposit**

Deposit \$100.00 *\*Separate from Rental Fee*

### **Rental Fees**

*(Monday – Friday during business hours)* \$10.00 per hour

*(Monday – Thursday evenings)* \$50.00 per evening

*Friday, Saturday, Sunday and Holidays* \$300.00

Day Before Event (after 4:30 p.m. only) \$50.00 *\*If date is available*

Local (*Thetford Township*) Non-Profit\* \$25.00

Outside of the area Non-Profit\* \$50.00

*\*Charitable organization means a legal entity which is organized pursuant to State Law as a non-profit organization and which is also recognized by the IRS as either a charitable tax-exempt entity, or which has been granted 501c3 status or alternately is a not for profit that operates in the Township (Local Non-Profit) or outside of the Township (Outside of the area Non-Profit) such as a homeowner or condominium association or school booster club*

*I have read and agree to this page*

**INITIALS:** \_\_\_\_\_

# *Thetford Township*

## Rental Agreement

### **3. Deposit and Rental Fee Agreement**

One signed copy of the rental contract and the deposit of \$100.00 must be received by Thetford Township before the facility can be reserved. The Rental payment is due in full no later than 5 p.m. the Thursday prior to the event.

If cleaning requirements have been met (*see attached Cleaning Fee Schedule*) and no damages have been made to the premises during the rental, the deposit will go in front of the next scheduled Board of Trustees meeting following your event to be approved. If your event is scheduled the weekend before the Meeting, it will be set for the following Meeting. The deposit WILL NOT be mailed to you. You may pick the deposit up on the Tuesday morning following the Board Meeting.

#### A. Cancellations:

1. If the Event is canceled thirty (30) or more days prior to the event, then the full deposit and rental fees (if paid) will be refunded.
2. If the agreement form was completed and fees were paid within the thirty (30) days of the proposed rental date, the full deposit and rental fees (if paid) will be refunded.

B. Waiver of Rental Fee may be extended to include Funeral Dinners for Township Residents. For the purpose of this waiver, the Township Resident shall be any person residing in Thetford Township at the time of his/her death or a member of the immediate family (*Spouse, Mother, Father, Mother-in-Law, Father-in-Law, Grandparents, Child, Step-Child, Brother, Sister, Step-Brother, Step-Sister*) of the resident.

### **4. Terms and Conditions of Rental**

A. Repairs. A final walkthrough will be done by an employee of Thetford Township as soon as it is practicable following the event.

1. The renter will be held responsible for any damage to the building, or Thetford Township's personal property therein, occurring in connection with its Event and will be charged for repairs. If the repairs are more than the security deposit, then the Renter is responsible for any additional cost.
2. Renter is responsible to leave the facility in the same condition as it was found when the rental period commenced. Failure to do so will result in Thetford Township having the facility cleaned and deducting the cost of cleaning from the security deposit. (See Cleaning Fee Schedule)
3. The premises shall be cleaned of all litter, food waste and other refuse by depositing into containers provided by the Township. The Township will not supply extra waste bags. Floor shall be dust mopped and then wet mopped when leaving.
4. Nothing shall be posted on, taped, nailed, tacked, screwed, pressure taped or otherwise attached to the walls, woodwork, floors, ceilings or any other parts of the Recreation Hall.
5. No staples or tacks shall be used to secure coverings to tables. Replace all chairs and tables in their proper stations. No furnishing, fixtures or supplies will be removed from the premises.
6. NO ALCOHOLIC BEVERAGES OF ANY KIND shall be permitted, consumed or otherwise allowed in and around the Recreation Hall.

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INITIALS: \_\_\_\_\_

# Thetford Township Rental Agreement

7. NO DRUGS OR NARCTOTICS are allowed on the property unless the person possessing them has a prescription from a licensed physician.

8. NO SMOKING inside the premises. Smoking is permitted outside, however, smoking shall be prohibited near entrances, windows and ventilation systems. All cigarette butts must be disposed of properly.

9. Renter is responsible to ensure NO ONE parks at the FIRE STATION.

10. The Recreation Hall has a total capacity of 250 persons which shall not be exceeded by the Renter. The Recreation Hall shall be closed no later than 11:00 p.m. on Monday through Thursday and no later than 1:00 a.m. on Friday, Saturday and Sunday.

11. It is the responsibility of the Renter to pick the key up during regular business hours. Failure to do so will forfeit use of the hall and deposit. KEY DEPOSIT: Failure to return the key on the next working day, or placing it in the drop box located on the front of the Township Hall, after the event, will cause forfeiture of deposit.

The applicant shall hereby release and forever discharge and hold harmless Thetford Township from any and all damages arising out of the use of the hall and adjacent area by the applicant or by their guests.

I, \_\_\_\_\_, on behalf of \_\_\_\_\_

(Name of Renter)

(Organization - if applicable)

have read the above and I/we agree to abide by the conditions listed herein. A breach by the applicant of any of the terms or conditions imposed may prohibit the applicant from future rental and the forfeiture of all or part of the deposit. I/we also verify that the information provided by me is accurate and correct.

*The Thetford Township Board reserves the right to hire security guards for any party with the fee charged to the renter, also a surety bond of insurance coverage for property damage in the amount of \$2,500, with the Township named insured. The Township also has the right to refuse any applicant.*

Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Township Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Amount of Deposit Paid: _____	Date: _____	By: <u>Cash/Check #</u> _____
Amount of Rental Paid: _____	Date: _____	By: <u>Cash/Check #</u> _____
Color of Key Received: _____	Date: _____	By: _____
Amount of Deposit Refunded: _____	Date: _____	By: _____

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# *Thetford Township*

## Rental Agreement

### RULES FOR RENTING THE RECREATION HALL

The key will open the door on the south side of the building.

The fuse box located next to that door will turn the lights on to the Hall.

An Allen Wrench used to unlock the glass doors is located on the wall next to the Main Entrance

1. Empty all waste baskets (*including all bathrooms*)
2. Remove all garbage and put in the dumpster located at the south end of the parking lot.
3. Wipe all tables and chairs after use.
4. Stack all chairs and tables back to their proper stations
5. Dust mop and wet mop the entire floor.
6. Make sure all lights are off, including the bathrooms.
7. Make sure all doors are locked when event is over.
8. No Nails, Tacks, screws or tape is allowed on the walls or ceiling.
9. NO ALCOHOLIC BEVERAGES are allowed in the Hall or on the premises.
10. Turn the heat back to 65 degrees in the winter and 75 degrees in the summer.

*If any of the above are not followed, relevant fees will be deducted from your Security Deposit.*

**\*\*Pick up key on: \_\_\_\_\_ \$ \_\_\_\_\_ Due at Key Pick-up**

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INITIALS: \_\_\_\_\_

*Thetford Township*  
Rental Agreement

**CLEANING FEE SCHEDULE**

1. \$5.00 deduction if all waste baskets, including the bathrooms, are not emptied.
2. \$5.00 deduction if all garbage is not taken to dumpster or removed from premises.
3. \$20.00 deduction if all tables and chairs are not wiped down.
4. \$15.00 deduction if all chairs and tables are not back in their proper stations.
5. \$40.00 deduction if the entire floor is not dust mopped or wet mopped.
6. \$5.00 deduction if any lights are left on, including bathroom lights.
7. \$5.00 deduction if any doors are left unlocked.
8. \$5.00 deduction if the thermostat is not placed back to 65 degrees in the winter and 75 degrees in the summer.
9. Your deposit WILL NOT be returned to you until the key is returned from the rental. This can be done by placing it in the drop box located on the front of the building after the event or bringing it to the Township Hall the following business day.

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