

# ALMIRA TOWNSHIP

## DEFINITIONS, RULES, AND RENTAL AGREEMENT FOR THE ALMIRA TOWNSHIP HALL (19639 Maple St. Lake Ann Village)

### Definitions:

1. "Township Official" means an officer or employee of the township, responsible for the Township Hall per the instructions of the Township Board.
2. "Guest" means friends, relatives, customers, clients, business associates, or other associates of the renter.
3. "Premises" means the Township Hall or grounds, including any other structures thereon under the control of Almira Township.
4. "Renter" means a person, persons, business entity, or non-profit entity of any kind.

### Hours of Operation and Regulations:

1. Upon the signing of the rules and rental agreement, paying the rental fee and deposit, the rental will be confirmed.

Key must be picked up during scheduled office hours  
(Monday through Wednesday 8-4) preceding your rental date.  
**\*\* Key will not be issued on Thursdays or Fridays. \*\***

Key must be returned to the Township Office or deposited in the drop box located at the office within 48 hours of the event. Failure to return the key as required shall result in the Renter forfeiting the security deposit.

2. The maximum hall capacity is 250.
3. Renter is responsible for any damage to this property. Security deposit shall be forfeited to cover such damages. The forfeiting of the security deposit does not limit Almira Township's ability to take action against the Renter for damages caused to the premises either in law or equity, should damages exceed the amount of the security deposit.

4. Only table and freestanding decorations are allowed.
5. Renter is responsible for cleaning the premises after use, by the end of the rental period.
6. Renter shall not sublet the rented premises to any individual, group, business entity or non-profit entity of any kind.
7. Renter shall comply with all state and federal laws, as well as local ordinances, during the rental period. Failure to comply with such laws or ordinances, and rules contained in this agreement, shall subject the Renter and their Guest(s) to removal from the premises and loss of future rental privileges.
8. Renters serving or selling alcohol shall provide the Township with a copy of liability insurance covering the Renter and Guests during the rental period for a minimum of one hundred thousand dollars (\$100,000.00) subject only to the express written waiver of the Almira Township Board. Such coverage shall protect Almira Township for the negligent acts or omissions on the part of the Renter or his Guest(s) during the rental period.
9. Renters and Guests must vacate the premises and lock all doors by 1:00 a.m.
10. A Renter wishing to cancel a reservation must notify the Township Office immediately.

Questions on contract: (231) 275-5862 (Township Office)

Emergency contact: (231) 218-0967 (Maintenance Personnel)

## **IN ORDER TO RECEIVE YOUR DEPOSIT BACK, PLEASE:**

1. Wipe off all tables and chairs prior to returning them to their designated areas. Please lift tables and chairs, as it helps keep our floors in better condition. Tables are stored in upstairs closet near front door and in downstairs backroom.
2. Empty all trash and take it with you. There is no trash receptacle at hall.
3. Clean kitchen counters and sinks. Check fridge for any food remaining. Wipe out utility sink when finished.
4. Sweep stairways and basement floor and mop or sweep upstairs floor. Wipe up all spills. A broom and mop are located both downstairs and upstairs  
\*\*PLEASE MOP ALL FLOORS USED\*\*
5. Clean bathrooms.
6. Please bring your own dish soap, dishcloths and towels, and remember to take them with you.
7. In the winter, set the heat back to 60 degrees.  
In the summer, turn off the air conditioning.
8. Close and lock all windows, shut off all lights, and lock all doors.
9. Return the key to the Township Office at 7276 Ole White Dr.

**Thank you!**

# RENTAL AND DEPOSIT FEES

## ALMIRA TOWNSHIP HALL

<b><u>Event</u></b>	<b><u>Rental Fee</u></b>	<b><u>Deposit Fee</u></b>
Non-profit Events (Community events, fundraisers, funerals, etc.)	\$50	\$250
Family Function (Bridal and Baby Showers, Family gatherings, Birthday parties)	\$50	\$250
Other Events (For-profit events, Dances, or other charged events.)	\$100	\$250
Weddings/Receptions	\$500	\$500
Letters for the sign	\$5	\$0

**TO ENSURE YOUR DATE, PLEASE FILL OUT AND RETURN THIS PAGE ONLY**  
**WITH YOUR PAYMENT A.S.A.P.**

**LEASED FACILITY**

Almira Township Hall  
19639 Maple St.  
Located in the Village of Lake Ann

**DATE AND TIME OF RENTAL**

Day(s): \_\_\_\_\_ Time: \_\_\_\_\_  
The premises shall be used for \_\_\_\_\_ and for no other purpose.

**RENTAL RATE AND DEPOSIT**

Daily Rental fee is \$ \_\_\_\_\_ Security Deposit is \$ \_\_\_\_\_ Letter Rental Fee is \$5.00.

Security deposit shall be destroyed upon the return of any key issued and subsequent to the inspection of the premises.

I **WILL** or **WILL NOT** be serving/selling alcohol. (Refer to Rule #8)  
Proof of liability coverage and indemnity provided if serving or selling? **Y or N**

I **WOULD** like to place a message on the sign for an additional \$5. Below is what I would like to put on the sign:

\_\_\_\_\_

I (WE) have carefully read and fully understand the rules and rental agreement for these Premises owned by Almira Township, including all definitions and language contained herein and shall fully abide by these terms and conditions. I will indemnify and hold harmless Almira Township against any and all claims, actions, damages, liability, and expense in connection with loss of life, personal injury, and/or damage to property arising from or out of the occupancy or use of the Almira Township Hall by myself or my Guests.

**RENTER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_

**TOWNSHIP OFFICIAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Make checks payable to: Almira Township  
7276 Ole White Drive  
Lake Ann, MI 49650

Please send 2 checks-  
1 for rent/sign letters and 1 for deposit.

Office use only: