

## RENTAL AGREEMENT FOR PULASKI TOWNSHIP HALL

1. The Pulaski Township Board has first priority for hall use. The Township Board has the authority to cancel a signed rental agreement if the Board needs the hall for Township business. Intended use of building is not for commercial enterprise.
2. Agreement must be signed rental along with a damage/cleaning deposit of **\$75.00** and a rental fee of **\$100.00** paid at the time of rental for township residents or a deposit of **\$150.00** and rental fee of **\$200.00** for NON-township residents. **\$10.00** extra rental fee will be charged for Holidays.
3. No dances or any other activity is allowed where admission fee is charged.
4. No alcoholic beverages of any sort, served or consumed on the premises. This includes the parking lot as well as the building. This will cause a forfeiture of deposit.
5. No smoking within the building, again this will cause forfeiture of deposit.
6. Pets, excluding service dogs, are not allowed in hall, any pets outside must be cleaned up after.
7. **NO nails, tacks, staples shall be used for hanging decorations from walls. Any tape used MUST BE REMOVED. ABSOLUTELY NO hanging of decorations from ceiling or light fixtures.** Table and floor decorations are permitted. A fee of **\$30.00** will be charged to renter for each additional opening, such as decorating the night before, etc.
8. All activities must end at the premises vacated by **11:00 p.m.**
9. Tables must be left clean and free of debris.

Clean kitchen area

Wipe stove, oven and any spills in refrigerator

Wash tables with hot soapy water and wipe down with disinfectant

Fold and stack tables and chairs

Waste baskets must be emptied (kitchen and bathroom)

Clear floor of debris/wipe up any spills or debris

**ALL TRASH MUST BE REMOVED FROM THE BUILDING AND TAKEN TO THE GARBAGE BINS OUTSIDE.**

10. Be sure all lights, stove and water faucets are turned off. In the winter, turn the thermostat down to 64 degrees when leaving. Lights to be checked:
  - Furnace Room
  - Both bathrooms
  - Kitchen
  - Hallway
  - Banquet Room
  - Entrance
  - Outside lights on building**EXIT LIGHTS WILL ALWAYS REMAIN LIT**
11. Be sure all doors are locked when leaving, and porta-potty door is closed, if used.

12. If additional snow plowing and ice removal are needed call Earl Miles for snow removal at renter's expense. Phone (517)-524-8148 cell (517)206-7929
  13. During the term of this Rental agreement the Township relinquishes possession and control of the premises. As such, the Township shall have no responsibility or liability for any loss, damage or injury to persons or property on the premises resulting from any cause whatsoever. Renter agrees to indemnify and hold harmless the Township for any damages, costs or expenses incurred by the Township arising out of the use of the premises by renter or renter's guests or invites.
  14. A damage/cleaning deposit is required. Deposit must be paid at the time of rental agreement is signed.
  15. Twenty-Four (24) hour cancellation notice is required or the Township Board reserves the right to retain the deposit.
  16. Must be at township for opening at designated time or \$150.00 per hour. Will be deducted from deposit. Also, must stay at the hall after opening or entire deposit may be forfeited. Hall must always be attended.
  17. The deposited or any portion of the deposit which is to be returned to the renter will be refunded after inspection of the hall and all requirements have been met; otherwise after the next regular Township Board meeting.
  18. Failure to comply with the terms and conditions of this Rental Agreement shall result in a forfeiture of the renter's deposit. Renter agrees to return the condition of the premises to the Township substantially similar to the condition renter found the premises at the time of the commencement of the term of this Rental Agreement. Renter agrees to reimburse the Township for any damage or cost incurred by the Township and the repair or clean-up of the premises necessitated by the use of the premises by the renter.
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I/We have read this Rental Agreement, agree to comply with the terms and conditions thereof and acknowledge receipt of a copy of this Rental Agreement.

Call first, Custodian Miranda Smith 517-937-2795 Monday-Friday 10am-4pm. If you can not reach Miranda call Bobbi Riley at Cell: (517)-403-3933 or Work: (517)-524-8673.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Date of Rental: \_\_\_\_\_  
Opening Time: \_\_\_\_\_  
Approximate No. of Guests: \_\_\_\_\_  
Type of Event: \_\_\_\_\_  
Deposit/Rental fee received: \_\_\_\_\_  
Deposit Returned: \_\_\_\_\_

**INDEMNIFICATION AGREEMENT:**

\_\_\_\_\_ agrees to defend, indemnify and hold harmless Pulaski Township from any claim, demand, suit, loss cost of experience, or any damage which may be asserted, claimed or recovered against or from Pulaski Township by reason of any damage to property, person injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death, arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost, of expense if caused in whole or in part by the negligence of the RENTER, or by third parties, or by the agents, servants, employees or factors of any of them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Adopted by the Pulaski Board of Trustees:  
December 10, 2001  
Revised: July 12, 2010, January 13, 2014  
Revised: February 1, 2016

Amended: rental fees 3/21/05, 06/13/11  
Amended: July 14, 2014, January 12, 2015  
Amended: May 8, 2016

**ATTENTION: NO PARKING INT THE FRONT OF THE FIRE BARN**

Rental Agreement for Pulaski Township Hall

When paying your deposit and rental please pay either cash or 2 checks, one for rental and one for deposit.