

Date of Rental: _____

For office use only:

	Rent & Deposit	Inspections (date / initials)	Refund
For	\$ _____ date: _____	Pre-use _____ / _____	amt \$ _____
Office	cash ___ check # _____	Key/code issu. _____ / _____	ck # _____
Use	Cust Rcpt (RP) # _____	Set Up _____ / _____	date: _____
	Treasurer rcp # _____	Post-use _____ / _____	
	Treasurer clearance _____ / _____	Key Return _____ / _____	

Convis Township Hall Lease Agreement

Lease agreement, made this _____ day of _____, 20____ by and between the township of Convis, a municipal government, hereinafter designated “Lessor”, and _____, hereinafter designated as “Lessee”,

Witnesseth

In Consideration of the covenants and conditions hereinafter contained, it is hereby agreed by and between the parties hereto as follows:

1. The Lessor hereby lets and leases unto the Lessee, the following described premises owned by the township, for the following period or periods.
 - A. On the _____ day of _____, 20____ from _____ o’clock a.m./p.m. to _____ o’clock a.m./p.m. **The rental date is not confirmed until you have paid the rental fee and deposit in full and signed the contract.**
2. Said premises may be used for meeting room, kitchen, and restrooms, and for no other purpose, without the written consent of the Lessor. The rental is for _____.
3. The Lessee shall pay, in advance, as rent thereof, the sum of \$50.00 and deposit fee of \$150.00 for general rentals. For larger gatherings, including but not limited to weddings and receptions, the Lessee shall pay, in advance, as rent thereof, the sum of \$500.00 and deposit fee of \$150.00. The rental and deposit fees shall accompany this lease agreement. Make check or money orders payable to **Convis Township**. Deposit fee is refundable if conditions of the agreement are kept.
4. The Lessee shall be a Convis Township resident. The Lessee/resident shall be solely responsible for all damages to the property for the duration of the rental. The Lessee is responsible whether the Lessee is present, or absent from the property at the time of the damage. The lessee will pay for any damages not covered by the security deposit.

5. Lessee shall be liable and responsible for all janitorial, maintenance and cleaning personnel necessary to restore the same to an equal or better condition than prior thereto, immediately following such activity. In the event Lessee should require Lessor to furnish staff and labor to carry out the janitorial, maintenance, and cleaning duties to prepare the premises for the scheduled activities and/or restore the same to equal or better condition then lessee shall be billed at the current rates and Lessee shall pay for them upon presentation of detailed invoice. All such employees required and utilized shall be considered employees of Lessor.
 - A. All activities must end and the premises vacated by Twelve (12) a.m. on date of rental.
 - B. Be sure kitchen stove is turned off.
 - C. Telephone is for emergency calls only.
 - D. Be sure all doors are locked, windows are closed and locked and all lights are turned off, before leaving.
 - E. When furnishing own clean-up crew, follow the attached "Building Maintenance" schedule.
6. The Lessee agrees to so conduct its activities upon the premises so as not to endanger any person lawfully thereon and to indemnify and save harmless the Lessor against any and all claims for injury to person or property (including against any and all claims for injury to person or property [including claims or employees or the Lessee or any contractor, sub-contractor, or invitee]) arising out of the activities contracted by the Lessee, its agents, members or guests, or invitee.
7. Lessee shall comply with all laws of the United States, of the State of Michigan and all ordinances, rules and regulations of the township, and Lessee will not do nor suffer to be done anything on said premises in violation of any such laws, ordinances, rules and regulations.
8. Lessee agrees to take out and pay for any permits and licenses required by any governmental authority and to pay any tax, or taxes, including amusement tax, incidental to the use of the demised premises under this lease.
9. The Lessor preserves the right to eject from the leased premises any person or persons deemed by it to be objectionable and upon exercise of this right by the Lessor, the Lessee waives and all claims for damages against the Lessor.
10. The Lessee shall not admit to said premises larger number of persons than can safely and freely move about in said areas and the decision of the Lessor in this respect shall be final. The Lessee will permit no chain or moveable seat to be or remain in the passageways and will keep passageways clear at all time, no portion of the sidewalks, entries, passages, vestibules, hall or stairways, or access to public utilities of said property shall be obstructed by the Lessee, this includes the fire dept, areas, or used stairways, or openings that reflect or admit light into the

building, and radiators and house lighting attachments shall not be covered or obstructed by the Lessee except with the prior written approval of Lessor when necessary to provide proper lighting effects for performances. The water closets or other water apparatus shall not be used by the Lessee, its agents, or employees and guests for any purpose other than that for which they were constructed. Lessee shall not, without consent of the Lessor, put up or operate any engine or motor inside the premises, or use oils, bottled gas, camphene, kerosene, naphtha or gasoline for either mechanical or other purposes.

11. No provisions of this contract shall be waived or altered, except by writing endorsed hereon or attached hereto and signed by Lessor or its agents duly authorized, in writing, and by the persons signing this agreement for the Lessee, or some other duly authorized agent of Lessee, in writing. This agreement shall bind all persons claiming under the parties hereto in whatsoever character or capacity, as fully as the law will permit. This agreement shall not be assignable without the prior written consent of the Lessor.
12. The Lessor shall have the right to terminate and rescind this agreement in its entirety or in part at the option of the Lessor immediately upon the happening of the failure by the Lessee to perform, keep and observe any of the terms, covenants, and conditions herein contained and attachments thereto, on the part of said party to be performed, kept and observed. The cancellation or rescission of this contract shall not relieve the Lessee of any liabilities or obligation hereunder which shall have accrued prior to the effective date of cancellation or rescission.
13. It is agreed that Lessee shall not injure, mar, or in any manner deface said premises and shall not cause anything to be done whereby the said premises shall be in any manner injured, marred or defaced; and will not make any alterations of any kind therein, and that Lessee shall pay for or otherwise make good, or repair, all damage to the building and property of Lessor caused by Lessee, its agents, employees, guests or invitee during the tenure of this agreement.
14. Lessee may cancel this agreement, by written notice directed to Lessor at least seven (7) days in advance of the date scheduled for Lessee's use, in order to qualify for refund of rental and/or deposit fees. Failure to adhere to this condition will result in forfeiture of rental and deposit fees.
15. Any violation on the part of the lessee, of any part of this agreement shall cause forfeiture of fees and violator/s could be prosecuted.
16. The Convis Township Board, Fire Dept, and/or any of its commissions or boards, have first priority for use of the assembly room and/or kitchen. The township board has the authority to cancel a signed agreement if the facilities are needed for township business. Rental deposit fees will be refunded to Lessee, in the case that the township needs to exercise this section of this agreement.

- 17. Do not take anything out of the building or off the premises that you did not bring with you, except memories of a good time!
- 18. No Tents allowed on the township grounds.
- 19. Lessee agrees to take out and pay for any permits and licenses required by any governmental authority and to pay any taxes; including amusement tax; incidental to the use of the demised premises under this lease. Be advised that the Township does not carry any type of insurance for any of your property or that of your guests.

20. DECORATING

Under no circumstances should anything be attached to the walls, doors or trim. This includes adhesives, nails, pins, hooks, etc. Security deposits WILL NOT be refunded.

No helium filled balloons.

All signs for the event are to be removed when the rental ends.

- 21. IF LIQUOR IS SERVED DURING USE OF PREMISES, LESSEE SHALL PROCURE APPROPRIATE LICENSES IF NEEDED AND THE LESSEE MUST PROVIDE A MINIMUM OF \$ 1,000,000.00 LIABILITY INSURANCE, LIST CONVIS TOWNSHIP AS INSURED AND FURNISH THE TOWNSHIP WITH A COPY OF THE LIABILITY. (THE USE OF ALCOHOLIC BEVERAGES IN THE PARKING LOT IS PROHIBITED).**

I have read, understand and agree to abide by all of the above terms of this agreement. Violation of this contract forfeits your rights for future rentals.

Lessor: Convis Township/_____

Date: _____

Lessee: _____

Date: _____

Make Refund Payable to: _____

Refund & Contact Address: _____

Phone Number: _____

