

Event Date: \_\_\_\_\_  
DL#: \_\_\_\_\_

**PORT SHELDON TOWNSHIP BUILDING RENTAL AGREEMENT**

Office Phone: 616-399-6121

**Emergency call number during rentals: 616-848-8115**

Reservations are accepted on a first come first serve basis; no more than 6 months in advance, but with at least seven days' notice. Renter MUST be a township resident or employee, is responsible for paying and signing all agreements and must attend rental event. **Payment of both the deposit and rental fee is due within one week of booking or the reservation will be cancelled.** Cancellations made seven days or more before the rental will result in the forfeit of \$10.00 of the rental fee. Cancellations made less than seven days before the rental date will result in the forfeit of the entire rental fee, with the exception of severe weather cancellations, which will forfeit \$20.00 of the rental fee. Outside facilities cannot be reserved.

The deposit is for damage and/or cleaning. The deposit is refunded if the rules are followed, no damage or theft occurs and extra cleaning by the custodian is not necessary. **Any repair or replacement costs are the responsibility of the renter. Failure to abide by any rule listed below will result in the forfeit of all deposit money and future use of the building may be denied. Immediate termination of the current use of the Township Hall will occur, if the Township finds any violations during the rental period. Failure to abide by the "No Alcohol Use" rule will result in a fine of up to \$500.00.**

The Renter agrees to reimburse the Township for any damages to the Township's real or personal property at the Hall, including any improvements, caused by Renter or any person using or in attendance at the Hall as a result of or because of this Agreement.

**RENTAL RULES:**

1. Comply with all applicable state and local laws, ordinances, regulations, executive orders, emergency orders, and any similar requirements
2. DO NOT leave building unattended after it is opened for you
3. NO drugs, alcohol or gambling
4. NO smoking in building
5. NO helium balloons, glitter or confetti
6. WEAR tennis shoes for volleyball and basketball play
7. RETURN all equipment to original location
8. LEAVE building in orderly condition (sweep floors, clean kitchen, and leave towels on counter top for laundering by custodian)
9. REMOVE and TAKE all trash with you
10. VACATE building by 11:00 p.m. – NO EXCEPTIONS



I REQUEST TO RESERVE THE TOWNSHIP FACILITIES:

**Date of Event:** \_\_\_\_\_ **Type of Event** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Mobile Phone Number (for contact during rental):** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Number of Attendees:** \_\_\_\_\_

Time facilities requested from: \_\_\_\_\_ to \_\_\_\_\_

**You must have someone at the township hall at the requested opening time**

**Deposit: \$** \_\_\_\_\_ **Rental: \$** \_\_\_\_\_ **TOTAL DUE: \$** \_\_\_\_\_

I understand that this reservation may be cancelled if the building is needed for official township business and I agree to abide by the above stated rules.

Signature of Resident/Renter \_\_\_\_\_

**All renters must also sign "Hold Harmless Agreement"**

**PORT SHELDON TOWNSHIP  
16201 PORT SHELDON STREET  
WEST OLIVE MI 49460**

**HOLD HARMLESS CLAUSE**

"To the fullest extent permitted by law (renter)\_\_\_\_\_ agrees to defend, pay in behalf of, and hold harmless PORT SHELDON TOWNSHIP against any and all claims, demands, suits, losses, including all costs connected therewith, for any damage which may be asserted, claimed or recovered against or from PORT SHELDON TOWNSHIP, its elected and appointed officials, employees, volunteers or all others working on behalf of PORT SHELDON TOWNSHIP, by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out of the alleged negligence of PORT SHELDON TOWNSHIP and/or in any way connected or associated with this contract."

\_\_\_\_\_  
AUTHORIZED TOWNSHIP AGENT                      DATE

\_\_\_\_\_  
SIGNATURE OF RENTER                                      DATE