

Hall Usage Fee Waiver Policy/Contract Charity/Fundraiser

HALL CAPACITY	300
<u>SEATING FOR</u>	<u>220</u>
Hall Deposit	\$150.00
Usage Fee	\$100.00
MONDAY – THURSDAY ONLY	

The Bangor Township Board, of Bay County, Michigan, Lessor, in consideration of the agreements on behalf of _____, Lessee, below as set forth, hereby leases to Lessee the Township Hall of Bangor Township on _____, _____ no earlier than _____ (a.m., p.m.) to no later than _____ (a.m., p.m.). **You may only use the hall on the date of rental.**

LESSEE, in consideration of said leasing agreement, agrees as follows:

- ◆ Lessee agrees to provide a **\$100.00** usage fee and a **\$150.00** deposit for loss and/or damage to furniture or fixtures, equipment, and other real and personal property and for failure to comply with any terms of this contract, arising out of the Lessee use of the hall building. **Said deposit amount to be refunded in full if all contract provisions are upheld and no loss or damage occurs.**
- ◆ **It is my responsibility to pick the key up for the Township Hall on _____, between 8:00 a.m.-5:00 p.m. Failure to get the key during this time will result in an automatic reduction of \$25.00 from the deposit. Failure to return the key by the next business day will also result in a \$25.00 reduction from the deposit. _____ Initials**
- ◆ Lessee agrees to:
 1. Take paper and plastic products off tables, including tape.
 2. Wipe off tables and chairs.
 3. Put chairs and tables on the racks and store them in closet.
 4. Sweep and mop floors.
 5. Empty all baskets in hall and place trash in dumpster.
 6. Make sure kitchen is cleaned.
 7. Empty refrigerator and cooler.

All items must be removed from the hall on the date of the rental.

Failure to properly clean the hall will result in an amount of money, equal to the Custodian's time spent in cleaning, being deducted from the deposit. Lessee shall be liable for the full cost of any repairs for damages caused by Lessee, or anyone in or around the premises in connection with Lessee's use thereof. Lessee agrees that said premises will not be used for any other purpose than _____ and _____% of proceeds will be used for _____.

- ◆ Per the International Fire Code, candles and other open flame devices shall not be used in places of assembly or in drinking or dining establishments.

- ◆ Lessee agrees to leave the premises and contents in as good condition as when occupied: decorations shall not be nailed to the walls, or affixed to light fixtures or fans. **No dragging of tables. Painters tape only. No duct tape. Glitter, confetti and helium balloons are NOT allowed.**
- ◆ Lessee renting a Township facility will be required to complete the Cleaning Checklist and return it with the key to the Township Administration Building the next business day.
- ◆ This lease can be cancelled by Lessee by written notice to Lessor no less than 60 days prior to rental date with a 50% refund of deposit. If lease is cancelled less than 60 days prior to rental date, no deposit will be refunded.
- ◆ Approved refundable deposits will be mailed out within 14 business days following the event unless other arrangements are made with the Clerk's Office.
- ◆ This lease is voidable by Lessor if Lessee assigns this lease without the written consent of Lessor and all deposits are forfeited by Lessee as liquidated damages.
- ◆ Lessee agrees to allow any authorized law enforcement officer full access to said premises at all times and authorizes said law enforcement officers to remove from said premises any person(s) violating any state and/or local laws.
- ◆ Lessee agrees to abide by all the laws of the State of Michigan.
- ◆ The law enforcement officers have the authority to terminate the lease in the event of a breakdown of order, or in other circumstances where the best interest of Bangor Township is not served.
- ◆ Fee waivers are limited to one hall rental fee lowering per year.
- ◆ Anyone requesting a fee waiver must submit to the Township Board, in writing, the requested date and use for the Township hall.
- ◆ Admission to building 9:00 a.m. Hall must be vacated by 10:00 p.m.

INSPECTION BY TOWNSHIP:

The hall will be checked by a Township employee after each rental. If the hall was not cleaned according to the Township's specifications, or if items are missing, a deduction will be made from the deposit amount.

BOARD APPROVAL WAS GRANTED ON: _____, _____.

NO ALCOHOL IS ALLOWED FOR FEE WAIVER RENTALS!

SUMMARY OF CHARGES

SECURITY DEPOSIT: **\$ 150.00**
HALL RENTAL USAGE FEE: **\$ 100.00**
TOTAL CHARGES: **\$ 250.00**

DEPOSITED: \$ _____ BALANCE: \$ _____

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Balance is due no later than _____

BALANCE IS DUE 30 DAYS PRIOR TO RENTAL DATE

DATE: _____ LESSOR: BANGOR TOWNSHIP BOARD

BY: _____

Please print clearly and sign at the bottom.

DATE: _____ **REFUND TO:** _____
(If paid by check, should be same name as on check)

ADDRESS: _____
(Address, City, State, Zip)

PHONE #: _____

I have read and understand this Hall Usage Fee Waiver Policy/Contract and am aware of all of the conditions therein.

LESSEE: _____

SIGNATURE: _____

ADDRESS: _____
(Address, City, State, Zip)

PHONE #: _____