

HUMBOLDT TOWNSHIP BANQUET HALL USER AGREEMENT

244 County Road FAF, Champion, MI 49814
Phone (906) 339-2927 Fax (906) 339-4431 clerk@humboldt.town

I/We, _____, hereby agree to utilize the Humboldt Township Hall facility, or the pond site, on _____ for _____ within the following guidelines.

- (1) There will not be any controlled substances (alcohol, etc.) permitted at the facility.
- (2) There will be NO SMOKING in the building.
- (3) The user(s) agree to hold Humboldt Township harmless for any and all injuries, suits, etc.
- (4) I/We agree to abide by all the rules as posted at the facility.
- (5) I/We agree to leave the facility in a clean and presentable manner.
- (6) The user shall be held liable for any and all damages.
- (7) Proof of homeowner policy coverage for rental date is required. (Rider from the insurance company. Including a liability certificate).
- (8) If there is any deficiency at the facility upon the users arrival, it shall be the responsibility of the user to report it immediately in order to prevent unnecessary liability. Call any of the Township Board Members as follows:

Supervisor – Jeff Ogea	371-0940
Treasurer – Chris Grund	464-4613
Clerk – Sarah Etelamaki	486-6484
Trustee – Peter Koski	339-2266
Trustee – Betty Grund	204-4422

- (9) DEPOSIT WILL BE FORFEITED IF:
 - A. Reservation is cancelled for a non-valid reason.
 - B. There is any damage to the building and/or premises.
 - C. Cleanup duties are not carried out properly.
 - D. Any items are missing from the hall inventory.

Facility User Humboldt Township Staff Member

Address_____

Phone number_____

Signed this _____ day of _____ 20_____

Renter given Key #_____ Rental Check #_____ Deposit Check #_____

Return Shred

AN ADULT MUST BE IN ATTENDANCE AT ALL TIMES WHEN THE HALL IS BEING UTILIZED

LEASE AGREEMENT, made this ____ day of _____, 20____, by and between the Township of Humboldt, a municipal corporation, hereinafter designated "Lessor," and _____, hereinafter designated "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. The assembly room at the township hall. Other _____.
 - b. On the ____ day of _____, 20____, from ____ o'clock (a.m.) (p.m.) to ____ o'clock (a.m.) (p.m.). Other _____.
2. Said premises may be used for _____ and for no other purpose, without the written consent of the Lessor.
3. The Lessee shall pay, in advance, as rent thereof, the sum of \$_____ to help defray the cost of maintenance, utilities and upkeep of said premises. The Lessee shall deposit, in advance, as surety thereof, the sum of \$100.00 to (on or before the ____ day of _____, 20____).
4. The Lessee shall not assign transfer or sublet this lease on said premises, or any part thereof, without the written consent of the township.
5. The Lessor shall furnish staff and labor as in its judgment is required by the Lessee's activities. These will be billed at the current rates and Lessee shall pay for them upon presentation of detailed invoice. All such employees required and utilized in the presentation of the events(s) as above described shall be considered employees of the Lessor. Insert description of employee's _____.

Where no staff or labor is to be furnished by Lessor, Lessee shall be liable and responsible for all Janitorial, maintenance and cleaning personnel necessary to prepare the premises for the scheduled activity and necessary to restore the same to an equal or better condition the/an prior thereto immediately following such activity.

6. The Lessee agrees to 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 claims of employees of the lessee or any contractor, subcontractor, or invitee) arising out of the activities contracted by the lessee, its agents, members or guests, or invitees. No smoking or liquor shall be used on the premises. Lessee shall furnish Lessor with copy of homeowner's insurance contract.
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 regulation.
8. Lessee agrees to take out and pay for any permits and licenses required by any government authority and to pay any tax, or taxes, including amusement tax, incidental to the use of the demised premises under this lease.

Lessor: _____ DATE _____

Lessee: _____ DATE _____

Proof of Home Owner Insurance & Liability Certificate: _____ **YES** _____ **NO**.

HUMBOLDT TOWNSHIP RENTAL FEES

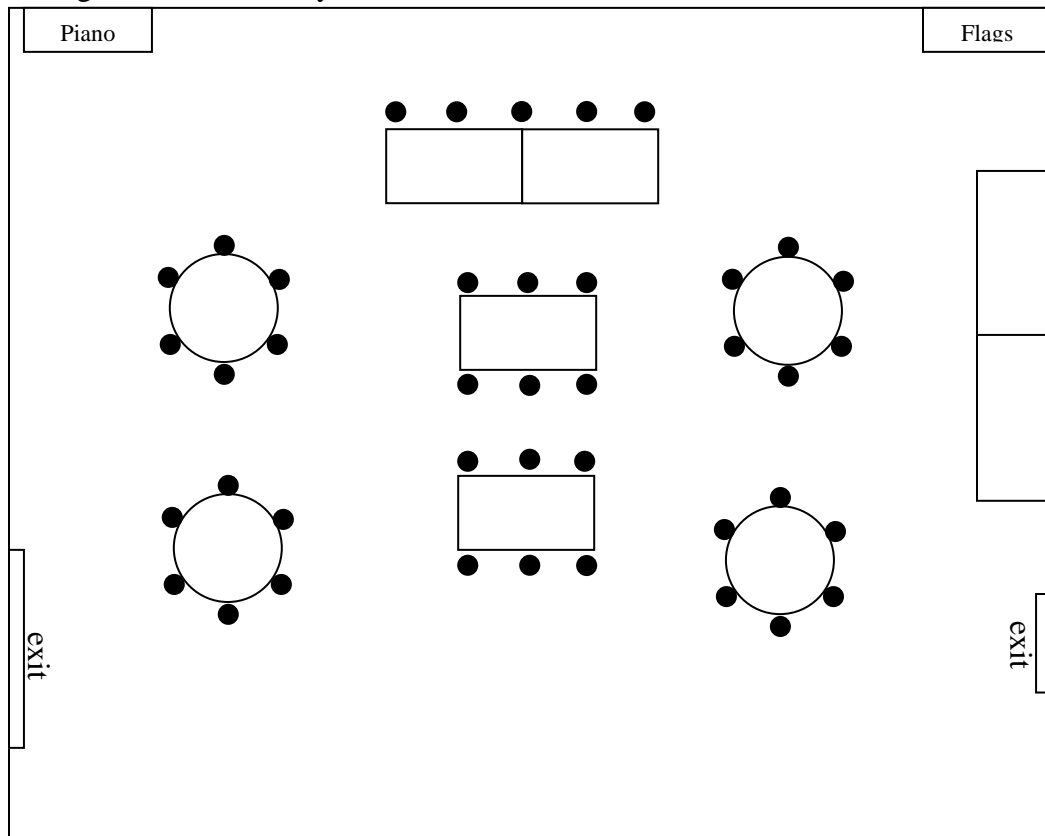
	RESIDENT	SURETY (resident)	NON-RESIDENT	SURETY (non-resident)
TOWNHALL				
Funeral	No Charge	No Charge	\$75	\$100
Non-Profit Meeting	No Charge	No Charge	No Charge	No Charge
Anniversary	\$25	\$100	\$75	\$100
Rehearsal Dinner	\$25	\$100	\$75	\$100
Wedding	\$25	\$100	\$75	\$100
Wedding Reception	\$25	\$100	\$75	\$100
Holiday Party	\$25	\$100	\$75	\$100
Wedding Shower	\$25	\$100	\$75	\$100
Baby Shower	\$25	\$100	\$75	\$100
Graduation	\$25	\$100	\$75	\$100
Business Meeting	\$25	\$25	\$75	\$100
Craft/Bake Sale	\$10/person	\$100	\$20/person	\$100
PARKS				
Pond Site	No Charge			
Baseball Field	\$150 yearly/league			
CHAIRS & TABLES	May be made available for outdoor use. Please inquire beforehand if you request use of outdoor chairs/tables.			

Two separate checks should be written, one for the rental fee, and one for the refundable deposit amount.

HUMBOLDT TOWNSHIP BANQUET HALL CLEAN-UP RULES

1. All garbage is to be bagged and removed when you leave.
2. Floors are to be swept. They are also to be mopped, if necessary. Do not use a wet mop on the assembly hall floors. For dirty areas spray cleaner and wipe with a dry mop.
3. Clean the kitchen.
4. Bathrooms are to be swept and mopped, if needed.
5. Tables are to be wiped and placed the way they were found.

A diagram is shown for your convenience.



● = Chair Placement

6. Clean the grounds outside.
7. When leaving, please make sure all the lights are turned off, windows are closed, ovens off, and doors locked.

THANK YOU.