

DATE OF PARTY	_____
NAME	_____
PARTY TYPE	_____
DATE RESERVED	_____
PAID	CK# _____ CASH _____

## TILDEN TOWNSHIP HALL RENTAL AGREEMENT

The parties hereto agree to the following terms and conditions:

1. Parties. The parties hereto include Tilden Township, MI, and the person(s) or entity identified below (the "Renter"). The Renter affirms they are a resident or taxpayer of Tilden Township, MI, and are over the age of 21.

2. Scope, Payment and Use. Tilden Township agrees to provide the Renter with use of the Tilden Township Hall for the following dates and times:

Date: \_\_\_\_\_ Times: \_\_\_\_\_

Renter agrees to pay Tilden Township the required fee and utilize the Hall consistent with the terms contained herein, including: 1) no admission may be charged to guests; 2) noise must be kept to reasonable levels; 3) maximum capacities must be observed; 4) all exits and pathways must be kept clear and free of obstructions.

3. Rental Fee. The following fee schedule applies to the Hall rental. (Please check the appropriate fee box(es) for the event.)

- Family use for funeral or luncheon. (No Charge)
- Parties for up to 100 guests/invitees. (\$100.00) Refund (\$50.00)
- Wedding receptions or parties with more than 100 guests/invitees (\$350.00) Refund (\$200.00)

The refund (deposit) amount shown above will be returned to Renter upon confirmation of compliance with the terms contained herein and will follow the Accounts Payable guidelines.

4. Attendance Requirement. Renter must be the person/entity hosting the subject event at the Hall and further agrees to be present at the Hall for the entire duration of the subject event.

5. Occupancy. The Township Hall maximum occupancy limit is 160.

6. Decorating, Supervision and Clean-up. No tables, chairs or other objects shall be pushed up against the Hall walls and the sound muffling panels thereon. The Hall sound muffling panels on the walls cannot be decorated or modified in any way, and no push-pins, tape, hooks or other devices may be placed on the walls or ceilings. No glitter, confetti, or similar materials are permitted. Table and chairs must be returned to their original location, and the Hall must be left in pre-event condition as it was found. Renter is responsible for the condition of the Hall following the event, and must leave the Hall clean and free of debris, garbage and any other materials used for or during the event at the Hall. The Hall must be returned to its pre-event condition by the end of the event or if for a Wedding Reception or Party with more than 100 guests no later than noon (12:00 pm) on the day following the event.

7. Damage. Renter is solely responsible for any and all damage to the Hall and/or the grounds surrounding same caused by the event or those attending the event.

8. Insurance. Renter of Hall shall maintain at all times during this Agreement, at its sole expense, liability insurance protecting and insuring both the Renter and the Tilden Township from all claims for injury or damage to person or property arising out of the use of the Property by Renter. The amount of the insurance shall be not less than two-hundred and fifty thousand and 00/100 dollars (\$250,000.00) per occurrence for accident, bodily injury, or death and not less than two-hundred and fifty thousand and 00/100 dollars (\$250,000.00) for property damage. A Renter's insurance policy or homeowner's policy or other applicable liability policy will suffice for this provision. *Proof of coverage can be provided via email at [tildentwp@tildentwp.org](mailto:tildentwp@tildentwp.org), via fax at 906.486.6560 or in person.*

9. Alcohol. If Renter intends on furnishing and/or allowing alcohol to their guests or invitees during the rental period for the event, Renter must obtain in advance, or demonstrate an existing coverage under, a policy of liquor liability insurance coverage with limits of no less than \$250,000.00, and naming Tilden Township as an additional insured. Renter must provide written proof of such policy to the Township prior to the event.

10. Defend, Hold Harmless and Indemnify. Renter shall defend, hold harmless and indemnify Tilden Township against any and all claims and actions arising out of or related to any activities contemplated by or in this Agreement, or any occurrences or omissions related thereto.

11. Assign and Sublet. Renter shall not assign or sublet this Agreement in whole or in part to any other entity without the prior written approval of Tilden Township. The parties further agree that the rights granted under this Agreement shall not create any property interest in the Hall for the Renter or the Renter's guests.

12. Supplies. Tilden Township shall provide a 110 cup and a 30-cup coffee pot, dish soap, cleaning supplies, garbage bags, stove and refrigerators. Renter must supply all other supplies such as dish towel and cloths, coffee, creamers, dishes, flatware, serving spoons, pots and pans, serving platters, tin foil and/or plastic wrap, etc. Emergency First Aid Supplies and AED are located in the kitchen.

13. Deposit and Key. Upon confirmation the Hall has been left in pre-event condition, and terms of this Agreement have otherwise been met, the Deposit shall be returned to the Renter. To the extent necessary, the Deposit may be used for costs associated with clean-up, repairs and/or replacement of lost/missing items. The key for the Hall may be picked up 24 hours in advance of the event and must be returned to the Hall no later than noon (12:00 PM) on the first business day following the event or left at the Hall following the conclusion of the event.

14. Termination. Tilden Township reserves the right to terminate this Agreement, retain the entire Rental Fee(s) and require Renter and/or event guests to vacate the premises as follows: a violation of the terms of this Agreement; a violation of any federal, state or local laws or regulation; an emergency; damage to the premises or to personal property including personal property of Renter or guests or personal injury to same; or where guests become unruly and there is a significant threat of damage or injury to persons or property. Tilden Township reserves the right to refuse future rental to those who violate any terms of this Agreement.

15. Law and Venue. Any lawsuit arising out of this Agreement or the use of the Hall shall be governed by Michigan law and venued in Marquette County, MI, in a court of competent jurisdiction.

16. Entire Agreement. This Agreement contains the entire agreement by and between the parties.

The parties hereto agree to the terms contained herein, and affirm same by their signatures below:

**Tilden Township**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**The Renter**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature

Hall Phone: 906.486.6580  
Fax # for Insurance: 906.486.6560  
Email: Tildentwp@tildentwp.org

IF AT ANYTIME DURING YOUR EVENT YOU EXPERIENCE ELECTRICAL PLUMBING OR OTHER PROBLEMS, PLEASE CALL SUPERVISOR FRED VANLUVEN: (906) 250-2699 OR DPW SUPERVISOR MATT CHAMPION: (906) 235-9347

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**For Office Use Only:**

Copy of Policy and Cleaning Sheet Given to Renter: \_\_\_\_\_ (Employee's Initials)

Type of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Contact Information of Renter: \_\_\_\_\_

Rental Fee Amount: \_\_\_\_\_ CK#: \_\_\_\_\_ Cash: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Key Delivered to Renter On: \_\_\_\_\_ Key Color: \_\_\_\_\_ Key Returned On: \_\_\_\_\_

Refund Issued On: \_\_\_\_\_ Refund Amount: \_\_\_\_\_