

COMMUNITY HALL RENTAL AGREEMENT

Bertrand Township

3835 Buffalo Road, Buchanan, MI 49107 Phone (269) 695-5001 Fax (269) 695-4205
Email: bertrandtownship@comcast.net Website: www.bertrandtownship.com

Rental Fees: Resident-\$50 Non-Residents-\$150	Residents Bereavement: No Charge Non-Resident Damage Deposit-\$150 (Cash Only)
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Any special rate will be determined by Township Board action.

The Bertrand Township Community Bldg. is owned by the people of Bertrand Township and supported by tax money, State Revenue Sharing Funds, and nominal charges for its use. In order that all may benefit, a few necessary regulations are listed below.

RULES AND GUIDELINES:

This building is equipped with SMOKE DETECTORS – No Smoke of ANY kind inside the building.

1. Groups desiring to use the Community Bldg. must obtain permission at the Township Hall. Responsible party must be 21 years of age or older. The key may be obtained from the Township Hall by the group's responsible party after showing their copy of the payment receipt.
2. Payment may be either cash or check and shall be paid at the Township Hall when reservations for hall use are made. Please make check payable to: Bertrand Township.
3. A damage deposit fee of \$150.00 (non-resident) is due at the time the community building is reserved. Cash is required for deposit.
4. After the use of the community building is complete and it can be verified that the renter has complied with all rental rules and guidelines, the building key has been promptly returned, no damage was done to the property of the Township community building, and the building was left in acceptable condition, the damage deposit will be refunded within 7 days. If the deposit does not cover all property damage, repairs, replacement costs, and/or cleaning expenses incurred by the Township of Bertrand, the Renter will be held liable for any additional costs.
5. The key must be returned to the Township Hall the same day. Please leave the key at the Township Hall, either given to someone at the Township Hall or left in the drop box at the Township Hall.
6. **CANCELLATION OF RENTAL AGREEMENT:** In the event the Renter desires to cancel this agreement, the Renter shall provide to Bertrand Township, at the address stated above, notice of cancellation no later than seven (7) business days prior to the scheduled event, or forfeit all monies paid
7. Miscellaneous:
 - A. **Please bring your own table coverings.**
 - B. All trash **must** be in a bag before depositing into receptacle.
 - C. Do not deface the building. **Do not put holes in the walls** for hanging items. All damages must be paid for by the responsible party.
 - D. Check lights, thermostat (turn down to 62), stoves, toilets, faucets, etc., before leaving
 - E. **No smoking and no alcoholic beverages are allowed on the premises.**
 - F. Please leave the building as you find it.
 - G. Exit doors may not be locked while the building is in use.
 - H. Hall hours are until 11:00 P.M. on weekday nights, 12:00 midnight on Friday and Saturday.
6. Failure to abide by these rules will be sufficient reason to deny permission for future use.

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Indemnity: Renter agrees to indemnify, defend and hold harmless Bertrand Township from all demands, claims, suits, actions or liability resulting from injuries or death to any persons or property by Renter, Township or any person, howsoever caused, during the period which this agreement covers for use of the Community Building, or occurring as a result of the use of the Community Building during the agreed period.

Agreement:

As the *responsible party* for the group, I agree to abide by these rules and to leave the building in as good a condition as I find it. I understand that Bertrand Township is not responsible for the loss or damage of any item in the building whether owned by my group or the Township.

Print Name: _____ Signature: _____

Date: _____ Phone Number: _____

Mailing Address: _____

Date Key Picked Up: _____ Date Hall will be in use: _____

Date Key Due Back : _____

**Bertrand Township Hall 269.695.5001
Monday-Thursday 9:00 AM to 4:00 PM
3835 Buffalo Road, Buchanan, MI 49107**