

Rental Agreement for Use of Tallmadge Charter Township Hall

O-1451 Leonard St. Grand Rapids, MI 49534

Renter Name: _____

Address: _____

Phone Number: _____ Email: _____

Rental Date: ____/____/____ Purpose: _____

Rental Times: ____:____ AM/PM to ____:____ AM/PM

Hall Rental FEES: Resident rate: \$100.00 Non-Resident rate: \$500.00. Cash or Check accepted.

DEPOSIT: A security deposit of \$100.00 for the rental is required in addition to the fee.

- We require TWO separate checks or cash for the fee and deposit. The deposit check will be shredded unless the renter requests it to be returned to the address above by providing the Township with a pre-stamped envelope.
- The deposit check will only be cashed if there is damage to the facility, and the renter will be notified prior to the cashing of the check.
- Full payment and DEPOSIT must be received the week prior to your rental.

A signed copy of this agreement form must be received by the township to confirm a reservation.

Renter agrees with the following:

- Use between 7:00am – 11:00pm.
- Hall Capacity: 144 ppl with 8 – 12' tables, 1- 8' round table, and 100 chairs.
- No alcoholic beverages, smoking or gambling allowed in the township hall or on the township property.
- The renter will reimburse the Township for the actual cost of any repairs needed as a result of damages.
- The Township is not responsible for lost or stolen property, anything left will be held for 30 days.
- The Township Hall & Park is accepted in its present condition and agrees to return it to the same condition.
- The renter shall indemnify, save and hold harmless to the township from any and all claims for Renter's guest and licensee.
- The renter will clean the township according to the checklist provided. You are responsible for completing the checklist.
- You are not allowed to use or access the hall until the reserved time, unless previously approved.
- Your deposit will be returned if you have followed all the above.
- Township business, elections, other meetings, etc. take precedence over rentals.
- No Pets Allowed.

Renter Signature: _____ Date: _____

confirms the renter has read and agreed to follow the rules of the rental agreement.

For office use only:

Cash Deposit received: _____

Rental Fee Due: _____

Received by: _____

Key Pick up: _____

Rental Fee Paid Date: _____

Rental Check #: _____

HALL RENTAL Reminders:

- Accept the premises in their present condition and return it to the same condition.
- Rental is for use of the Community Room, Kitchen Facilities and Restrooms only.
- No Smoking, consumption of alcoholic beverages or gambling on the premises.
- Do not park in front of or block driveway gates.
- Avoid tripping a breaker: Do NOT plug-in more than (2) roasters along the bathroom wall, or more than (2) along the continuous North, East and South walls.
- Clean the premises before leaving
 - Wipe down (if used): Kitchen Counters, Oven, Microwave, Fridge
 - Remember to remove items from the fridge & freezer
 - Check the bathrooms for trash & spills on the floor and sinks.
- Vacuum, sweep or mop crumbs and spills in the:
 - Kitchen
 - Lobby
 - Hall
 - Restrooms
- Place trash in the Arrowaste dumpster located on the east side of the parking lot.
- Additional trash bags are available in the kitchen drawer.
- Turn off all lights
- Key Return – Leave in Kitchen drawer, Drop Box or return the key to the office on the Monday after your rental.
- Problems? Contact Kari Rollenhagen at: (616)446.9189