

Rental Agreement

The Charter Township of Gun Plain Township hereby agrees to rent the community room in the Gun Plain Hall to the undersigned renter and the undersigned renter agrees to the terms of the agreement and is a resident of Gun Plain Township.

Today's Date _____ Written By _____

Date Of Rental Use _____

Residents Name _____

Residents Address _____ Phone _____

Rent Received _____ Check# _____ Cash _____

Deposit Received _____ Check# _____ Cash _____

I have read and agree to the terms of the agreement

_____ Date _____

Signature

\$100.00 Rental charge is due the time of reserving the hall. When the key is picked up another \$100.00 deposit will be required in case of any damage or cleaning fees. As long as the terms of the agreement are met your \$100.00 deposit check will be returned. The key must be returned or your deposit will not be refunded.

Attention key must be picked up before Thursday

By 4:30. We are closed on Friday's!!!

Hall Rental Agreement and Terms

General Information

Vacuum and trash bags are located in the storage room along with the tables. The Key needs to be returned within 3 business days of your rental. There is a drop box available located at the main entrance of the Township Hall for your convenience.

Absolutely no alcoholic beverages will be allowed. No Smoking will be allowed anywhere inside of the Township Facilities. Smoking is allowed outside the building, providing cigarette butts are contained and not left on the premises.

No Tape is allowed on any of the walls. And or any type of fastener. All decorations must be removed at the end of the event. Any damage should be reported to the office the next business day. All garbage must be taken out and put in dumpster in the back of the building. Chairs must be stacked and put back by the wall but do not push them up against the wall we don't want them to scratch the paint.

No Parking on grass around building. Do not block fire truck exits in front of or behind fire station.

The Resident agrees to be responsible for the theft or destruction of property or equipment in and around the Township building resulting from resident's use of the premises. The resident also agrees to hold Gun Plain Township, its Official's, employees and agents harmless from any and all claims which may be brought against the Township. The Township reserves the right to cancel the renter's reservation for the premises and rental agreement at any time if the room is needed for Official Township business or use. In that event, any prepaid payments and deposits shall be refunded to resident. If the resident cancels reservation less than ten (10) days in advance, the Township will retain the deposit.

The residents signature on the rental agreement acknowledges and agrees to this document and its conditions and restrictions.

If you need to contact someone after business hours you may call Marty Meert at 269-998-1290.

Your Signature acknowledges that you have read and understand and agree to the terms of this agreement.

Signature of Resident _____ date _____