

# Big Rapids Charter Township Hall Reservation Agreement

## Daily Fees as follows:

**Big Rapids Township Resident \$150.00 Non-Resident \$200.00**

**Funeral Luncheon/Benefit \$50.00;** subject to renouncing per Township Board approval

**Refundable Deposit to secure date of Reservation/Damage Deposit: \$50.00**

This contract for the cleaning fee and deposit of Big Rapids Charter Township is made this day, \_\_\_\_\_, by and between Big Rapids Charter Township, hereafter referred to as the Owner, and \_\_\_\_\_, hereafter referred to as the Occupant.

Whereas, the Occupant, at least 21 years of age, desires to temporarily reserve, occupy, and make use of the Owner's venue, located at 14230 Northland Drive, Big Rapids MI 49307. Known as Big Rapids Charter Township Hall, and

Whereas, the Owner agrees to such deposit and daily rate, occupation, and use in consideration of certain payments and covenants herein enumerated;

### **Now, therefore, the parties agree to the following terms and conditions:**

1. The Occupant shall pay to the Owner the sum of \$\_\_\_\_\_. The remainder, \$50.00, is for damages/security deposit which will be returned to the Occupant upon settlement, minus any charges for actual damages done to the venue by Occupant or his/her associates.
2. The Occupant shall have access to and use of the venue from \_\_\_\_\_ o'clock on \_\_\_\_\_, to \_\_\_\_\_ o'clock on \_\_\_\_\_, for the purpose of hosting the Occupant's \_\_\_\_\_ event. Owner shall provide to Occupant all keys, access control codes, and other items necessary to give Occupant such access no later than \_\_\_\_\_.
3. The full reservation fee for the use of the venue described in (2) above shall be \$\_\_\_\_\_. If the full reservation fee is not received within 15 days after the original \$50.00 reservation deposit, the Owner reserves the right to cancel the reservation.
4. Occupant shall remove all personal property, trash, and other items that were not present in the venue when Occupant took control of it. The Occupant shall be responsible for removing the trash, and placing it in the Township dumpster. The venue shall be returned and cleaned to its original state, including, but not limited to: the original placement of tables, chairs, cleanliness of the entire venue including bathrooms, kitchen area, and main area.
5. Upon Occupant's completion of their obligations under (4) and (5) above, the Owner shall return to Occupant the security deposit minus any amounts deemed necessary to repair damages inflicted upon the venue by Occupant and/or Occupant's associates, guests, invitees, contractors, and all other persons whatsoever who enter the venue during the reserved period, whether or not such persons did so with Occupant's knowledge or consent.

6. In the event that Occupant fails to pay any potential damages beyond the refundable damage deposit, interest shall accrue upon the unpaid damages at the rate of \$5.00 per day until the amount quoted for repair is paid. Occupant shall also be liable to owner for any legal fees, court costs, and other expenses associated with collection.

7. Occupant will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that Owner may incur as a consequence of the actions of Occupant or any of Occupant's guests while Occupant is in control of the venue, and shall indemnify and hold harmless the Owner against any and all legal actions which may arise from Occupant's use of the venue.

8. Occupant understands they or their guests, may not park in front of any fire bays, or where signs are otherwise posted. Occupant may park in front of the Township Hall, Fire Hall, Township Offices, and if additional space is needed across the road.

9. Occupant will be permitted to use hall space, both bathrooms, kitchenette, tables/chairs, and items located in the hall between the hours of 8:00am-9:00pm. The maximum capacity for any event at all times will be limited to 85 people.

**Actions Prohibited, but not limited to:**

The Township will NOT permit smoking or alcohol at any event or use of the hall.

NO open flames will be permitted.

NO tape/command strips/tacky glue etc. may be used upon the walls; hooks can be provided for hanging materials from the ceiling if so requested, but no punctures may be made in the ceiling tiles or walls.

Please do not lean any items against the walls.

9. Any disputes arising under this contract shall be adjudicated in the Owner's local jurisdiction.

**In witness of their understanding of and agreement to the terms and conditions herein contained, the parties affix their signatures below.**

Occupant's Signature, date	Owner's Signature, date
Printed Name	Printed Name Big Rapids Charter Township
Address, City, State, Zip Code	Address 14230 Northland Drive
Phone Number(s)	City, State, Zip Code Big Rapids, MI 49307

## Occupant Closing Checklist

**\*\*To be returned with keys in the Township drop box\*\***

- If you notice any prior occupant concerns, please take note of such and let the owner know
- Please clean up after any mess immediately upon occurrence, and inform the owner if anything was ruined
- Removal of all items potentially hung from the ceiling for décor purposes
- Cleaned kitchen (counters, stove, microwave, fridge, utensils and all other items used, along with all food items brought removed)
- Garbage put in Township dumpster
- Replace wastebasket liners (Under Sink) Please let the clerk know if items need to be re-ordered
- Vacuum/sweep/mop as necessary; supplies located in maintenance closet on North end
- Tables and chairs set up back in placement upon arrival, and wiped down
- Make sure lights are off, and both doors are locked upon exiting
- Drop key(s) and this completed checklist into the Township Offices drop box located at the top of the stairs

**\*Upon receipt of this checklist and keys, inspection, the Clerk will contact you to return the deposit if so applies\***

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**Signature**

**Date**